

# Charter: Hunger Mountain Co-op Strategic Planning Committee

## Overview

This charter outlines the role, responsibilities, and authority of the committee and provides a framework for effective operation, in alignment with the goals of Hunger Mountain Co-op and the objectives of the Co-op Council.

### 1. Committee Name: Strategic Planning

### 2. Purpose and Function:

The Strategic Planning Committee is established to design and lead an open and inclusive process to develop a three- to five-year strategic plan aligned with the Co-op's Mission and Ends. The plan will guide organizational priorities, resource allocation, and long-term direction, and will address physical plant requirements, staffing, potential new business directions, community collaborations, and effectuate additional duties as authorized by the Council.

### 3. Authority and Powers:

The committee is authorized to design and lead the strategic planning process, hire consultants, engage stakeholders, and bring synthesized findings and a draft strategic plan to the Council for review and approval.

### 4. Membership and Composition:

The committee shall consist of six to nine members, including the council president and the co-op general manager, who are members of the committee by virtue of their offices. Additionally, the committee shall consist of at least one council member, at least one staff member, and at least one member-owner at large. The general manager may appoint a staff member to assist the committee.

Appointment: The Co-op Council appoints committee members who serve until the work is completed. The council may, at any time, appoint additional committee members or, if the Council determines the committee member's conduct to be contrary to Council policy, remove a committee member. The committee shall not at any time exceed nine members.

Chair: The committee shall elect a chair, subject to Co-op Council approval.

### 5. Quorum:

A quorum for making committee decisions shall be a majority of the committee or three, whichever is fewer. Members of the committee may meet to conduct committee business without a quorum being present; meetings lacking quorum shall not make decisions for the committee, without specific authorization from the committee.

### 6. Meetings:

**Frequency:** The committee shall meet as needed.

**Notice:** Meetings shall be called with appropriate notice to all members.

**Procedures:** The committee shall meet to share information, plan, and make decisions.

While seeking consensus, the committee may finalize decisions through a simple majority

vote. Within these parameters, the committee may organize its meeting procedures in a way that it considers effective and useful.

**7. Reporting Requirements:**

The committee shall report its activities, findings, and/or recommendations to the Co-op Council in writing, at least eight (8) days ahead of the next regular council meeting following a committee meeting.

**8. Duration and Review:**

This ad hoc committee shall remain in operation until the work is completed, or May 2027, whichever is earlier. The committee's charter and performance shall be reviewed annually by the Co-op Council.

**9. Conflict of Interest:**

Committee members shall disclose potential conflicts of interest and handle them as set forth in the bylaws and governance policies for Council members.

**10. Budget and Resources:**

The committee shall operate within the budget allocated by the Co-op Council and manage resources as directed.

**11. Amendments:**

This charter may be amended by a majority vote of the Co-op Council.

**Approval:**

This charter was approved by the Co-op Council on January 27, 2026.