



## Expansion Committee Charter

The Expansion Committee is a standing committee of the Olympia Food Co-op's Board of Directors and is authorized by the Olympia Food Co-op (OFC) Board of Directors (BOD) to carry out any and all activities related to its purposes as described below.

### **Purpose:**

The broad purpose of the Committee is to explore and pursue options for expanding the Co-op through opening additional locations, improving existing locations, or moving to new locations.

To further this purpose, the Committee's duties are:

1. Creating high level vision and low level plans for expansion possibilities.
2. Conducting initial feasibility for proposed expansion projects.
3. Meeting with developers, property owners, and other outside entities related to expansion proposals.
4. Communicating with the Staff Collective, Board of Directors, and Membership to review any and all proposed expansion projects.
5. Participating in the Co-op's long-range financial planning.
6. Creating subcommittees and propose creating staff positions as needed.
7. Drafting project plans for Board consent that include timelines, staffing requirements, cost, and procedures for project decision making.

### **Structure:**

The Committee shall consist of two or three Board Members, one member at-large, and either two or three Staff members not including the Committee coordinator.

### **Process:**

As a committee of the Board of Directors, the expansion committee will work to follow the Board Committee Guidelines.