



Board of Directors' Candidate Application

Applications are due at City Market by Tuesday, September 5 at 5pm.

Board Candidacy

Thank you for your interest in running for City Market's Board of Directors. We've included all of the information you'll need to submit your application and be ready for elections. If you have any questions during this process, please contact Liz Jarvis using the contact information at the bottom of this application.

Board Basics

City Market is governed by a 9 member Board of Directors, elected from among our 12,000+ Co-op Members. Elections are held annually from October 1 to October 21 and Board Members serve 3-year terms. The three candidates who receive the most votes will be elected for 3-year terms, starting January 2018 and ending December 2020.

Candidate Education

In an effort to better educate new candidates about Board work, including the time commitment involved and the associated responsibilities, the Board has created a list of optional preparedness activities. You'll see the checklist with more details below. **Please note:** While the checklist is optional, you must indicate on this application which portions you have or have not completed or your application will not be considered for candidacy. For candidates who are not incumbents, the information about your checklist **will** be shared with Co-op Members for their consideration as they vote.

Director Requirements

To run for the City Market, Onion River Co-op Board of Directors, you must:

- Be a City Market, Onion River Co-op Member in good standing. Any household member wanting to run for the Board must purchase Equity under their own Membership by September 5, 2017.
- Be 18 years of age as of September 5, 2017.
- State all potential conflicts of interest on application and must not have an overriding conflict of interest.

If you meet these requirements, please submit a completed City Market, Onion River Co-op Board of Directors Application and photo by September 5, 2017.

Personal Information

Name: _____ Member Number: _____

Street Address: _____

City/State/Zip: _____

E-Mail Address: _____ Telephone: _____

If elected, you will be asked to provide (per State regulations) your date of birth, place of birth, social security number and whether you have been convicted of a felony. This information is kept secure and used because Board Members must sign documents related to the Co-op’s alcohol licenses.

Candidate Statement

Your responses will be your statement for the online ballot. Please limit your response to each question to 200 words or you will be asked to resubmit your statement.

The Co-op mails information regarding Board candidates to each of our active Members. If we need to limit space in this mailer, we will ONLY include your response to question 1 below; however, your answers to all three questions will appear on the online ballot and on our website. Candidates are also invited to speak to Members at our Annual Meeting (about 2 minutes per candidate), which will be held on Tuesday, September 26 from 6:30-9:30pm at ECHO. This time is allotted on the agenda, usually about halfway through the evening.

Co-op staff do not edit or otherwise alter any portion of the candidate statement. The information you submit to us is what will be presented to the Members, so please check it over carefully.

1) Why would you like to serve on the City Market Board? What excites you about becoming a Board Member?

2) Please describe any professional skills you have that will help you to be an effective Board Member. How would you help the Board to balance the business needs of a \$42 million business with the need to meet our Global Ends as a community-owned cooperative?

3) Describe your prior involvement with community organizations and/or cooperatives. What did you learn from these experiences?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please share current resume as part of your application, leaving off personal contact information such as your home address, phone number and email. Your resume will be shared with Members on the Elections Page of our website. In addition to your candidate statement, your resume will give Members more information about your professional background, your volunteer and personal interests, and your education. Please keep your resume to one or two pages in length.

Candidate Educational Checklist

Please mark an “X” in the box to indicate which items on the checklist you have completed before returning your application (as well as providing any additional information that is requested).

- ☐ **Attend an Orientation with Michael Healy.** [Michael Healy](#) is a Co-op Member, our Board Facilitator and a consultant with CDS Consulting Co-op. We have scheduled three orientations at City Market this summer:

- Monday, July 24 from 4:30pm to 5:30pm (before the regularly scheduled Board Meeting)
- Monday, August 7 from 6pm to 7pm
- Tuesday, August 29 from 6pm to 7pm

To attend one of these sessions, please RSVP at least 48 hours in advance to Liz Jarvis using the contact information at the bottom of the application. If you RSVP and then need to cancel, please let Liz know.

- ☐ **Read suggested materials on Policy Governance.** You can read these articles online at <http://www.citymarket.coop/elections-2017>. If you would prefer printed versions, please contact Liz using the information at the bottom of the application.

- *The Four Pillars of Cooperative Governance*
- *Taking Policy Governance to Heart*
- *The Policy Governance Quick Guide*

- ☐ **Review a Board packet from a prior meeting.** City Market’s Board packets are reading materials that each Board Member receives prior to each meeting. Each Board Member reads the packet in order to be prepared to fully participate in the monthly Board meeting. We have copied a recent Board packet on the City Market Elections 2017 webpage: <http://www.citymarket.coop/elections-2017>. If you would like a printed version of the packet, please contact Liz Jarvis using the contact information at the bottom of the application.

- ☐ **Attend a Board meeting.** There are two opportunities to attend Board meetings before the Tuesday, September 5 Board Candidate Application deadline. All Board meetings are in City Market’s Conference Room. Please RSVP to Liz Jarvis (using the contact information at the bottom of the application) and a Co-op Staff Member will meet you at Customer Service just before 6pm to guide you to the meeting.

- Monday, July 24, 6pm – 8:30pm
- Monday, August 28, 6pm – 8:30pm

- ☐ **Talk with a current Board Member.** This will give you a Board Member’s perspective of the Co-op’s governance process. Board Members will be available during the orientation sessions with Michael Healy (see above) if candidates RSVP that they’d like to talk to both Michael and a Board Member in that same evening. Otherwise, please use the contact information on our [Board webpage](#) to get in touch with a Board Member directly.

- ☐ **Incumbent.** If you’re a current Board Member running for your next term, you’ve already done all of the above items. We’ll make sure to note that in the Elections materials.

Board of Directors Member Agreement & Disclosure of Conflict of Interest

The undersigned Member or nominee of the Board of Directors of City Market, Onion River Co-op hereby agrees as follows —

1. To abide by and uphold the bylaws and the policies set forth in the City Market, Onion River Co-op Policy Register, as such policies may be from time to time modified or amended.
2. To ensure that my Membership remains in good standing and my Equity payments are current for the length of my term.
3. To disclose any actual or potential conflict of interest (by self or any immediate family member or person with whom a significant personal relationship is maintained) with respect to fiduciary responsibility, including but not limited to any employment or significant financial relationship with the Cooperative, any current or potential supplier or distributor, any competitor of the Cooperative or any organization that receives or is eligible to receive donations under any charitable program of the Cooperative, or any significant personal relationship with any employee of the Cooperative.

I hereby disclose the following actual or potential conflicts of interest (or state “none” if appropriate):

Dated this _____ day of _____, 2017.

Signature: _____ Print Name: _____

Application Checklist

- ☐ Meets Director requirements.
- ☐ Personal Information completed.
- ☐ Candidate statement completed in 200 words or less for each question.
- ☐ Indicate on Candidate Educational Checklist which items you have completed.
- ☐ Agreement & Disclosure statement completed and signed.
- ☐ Current resume (removing personal contact information) of no more than one to two pages in length.
- ☐ Email a photo of yourself (a headshot is preferred) for use on our website and with other Election materials (please email to Liz Jarvis using the contact information below). If you don't have a suitable photo, please contact Liz to make arrangements. Please make sure that the picture is in focus, your face is clearly visible, you're not wearing sunglasses and that you're the only person in the photo. This makes it easier for Members to recognize you, especially at the Member Meeting.

Please submit via email, mail or at our Customer Service desk by Tuesday, September 5, 2017 by 5pm.

City Market/Onion River Co-op
Attention: Liz Jarvis, Community Engagement
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Burlington, VT 05401
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lj Jarvis@citymarket.coop