



# Board of Directors' Candidate Application

Applications are due at City Market by Friday, September 4 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 Dykes using the contact information at the bottom of the application.

## 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 4, 2015.
- Be 18 years of age as of September 4, 2015.
- 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 4, 2015.

---

## Personal Information

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Mailing 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 Wednesday, October 14 from 5:30-7:30pm. This time is allotted on the agenda, usually about halfway through the evening.

Co-op staff do not edit or otherwise alter any 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 Board of Directors of the Onion River Cooperative?**

---

---

---

---

---

---

---

### **2) The work of the Board is not operational – that is, it does not deal with the daily operations of the store. Instead, the Board deals with the overall policies that identify and guide the mission of the Cooperative. How will you stay focused on the larger vision, without being distracted by the day-to-day operations of the store?**

---

---

---

---

---

---

---

### **3) What strengths and skills would you bring to the work of the Cooperative's Board?**

---

---

---

---

---

---

---

## 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:
- Tuesday, July 21 from 6pm to 7pm
  - Wednesday, August 26 from 6pm to 7pm
  - Thursday, September 3 from 6pm to 7pm

To attend one of these sessions, please RSVP at least 24 hours in advance to Liz Dykes 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 [www.citymarket.coop/elections-2015](http://www.citymarket.coop/elections-2015). If you would prefer printed versions, please contact Liz using the information at the bottom of the application.
- *The Four Pillars of Policy 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 2015 webpage: [www.citymarket.coop/elections-2015](http://www.citymarket.coop/elections-2015). If you would like a printed version of the packet, please contact Liz Dykes using the contact information at the bottom of the application.

- Attend a Board meeting.** There are three opportunities to attend Board meetings before the Friday, September 4 Board Candidate Application deadline. All Board meetings are in City Market’s Conference Room. Please RSVP to Liz Dykes (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.
- Monday, June 22, 6pm – 8:30pm
  - Monday, July 27, 6pm – 8:30pm
  - Monday, August 24, 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 \_\_\_\_\_, 2015.

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 and disclosure statement completed and signed.
- Email a photo of yourself for use on our website and with other Election materials (please email to Liz Dykes 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, you're not wearing sunglasses and that you're the only one 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 September 4, 2015 by 5pm.

City Market/Onion River Co-op  
Attention: Liz Dykes/Member Services  
82 S. Winooski Avenue  
Burlington, VT 05401

802-861-9707  
ldykes@citymarket.coop