



Board of Directors' Appointment Application

Applications are due at City Market by Monday, May 20

Board Candidacy

Thank you for your interest in being considered for an appointment to City Market's Board of Directors. This is for a Board seat from June 1, 2019 through December 31, 2019, which will be appointed by the current Board of Directors. The successful candidate would need to apply separately through the usual Board candidate process if they wish to run in the October Board elections (for seats starting in January 2020). We've included all of the information you'll need to share your interest and be considered by the Board of Directors for this appointment. If you have any questions during this process, please contact Allison Hope 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 13,500+ Co-op Members. Elections are held annually from October 1 to October 21 and Board Members generally serve 3-year terms. This particular appointment process is due to the fact that we have a current Board Member who is moving and has to vacate their seat before the end of their term (December 31, 2019).

Director Requirements

To be eligible to serve on 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 May 20, 2019.
- Be 18 years of age as of May 20, 2019.
- State all potential conflicts of interest on the 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' Appointment Application and all required attachments by Monday, May 20, 2019.

Personal Information

Name: _____

Member Number: _____

Street Address: _____

City/State/Zip: _____

E-Mail Address: _____

Telephone: _____

If appointed, 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

Please limit your response to each question to 200 words.

The information you submit to us is what will be presented our full Board of Directors for their consideration in their appointment decision-making process.

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

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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 \$50 million business with the need to meet our Global Ends as a community-owned cooperative?

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Candidate Resume (or summary of relevant experience)

Please share your current resume (or a summary of your relevant experience) as part of your application. Your resume will be shared with the full Board of Directors as part of their decision-making process. In addition to your application, your resume will give Board Members more information about your professional background, your volunteer and personal interests, and your education. Please keep your resume/summary of experience to one or two pages in length.

Optional Activities

If you'd like to better understand our Board's work, please feel free to consider completing one or more of these optional Board preparedness activities:

- **Read suggested materials on Policy Governance.** You can read these articles online at <http://www.citymarket.coop/board-appointment-2019>. If you would prefer printed versions, please contact Allison 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 Board Members receive prior to each meeting. Board Members read the packet in order to be prepared to fully participate in the monthly Board meeting. We have copied a recent Board packet online at: <http://www.citymarket.coop/board-appointment-2019>. If you would like a printed version of the packet, please contact Allison using the information at the bottom of the application.
- **Attend the May Board meeting.** Attending a Board meeting is a great way to learn how the Board works. Please RSVP to Allison Hope (using the contact information at the bottom of the application) prior to the meeting, if you plan to attend in May. Allison will provide directions and arrange for a Co-op staff member to meet you at Customer Service to guide you to the meeting if needed. We understand that this meeting is just around the corner, so attendance at this meeting is encouraged, but not a required part of the process.
 - Monday, May 27, 6pm – 8:30pm, Downtown store conference room

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 By-Laws 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, perceived 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 _____, 2019.

Signature: _____ Print Name: _____

Application Checklist

- ☐ Meets Director requirements.
- ☐ Personal Information completed.
- ☐ Candidate statement completed in 200 words or less for each question.
- ☐ Agreement & Disclosure statement completed and signed.
- ☐ Current resume (or summary of relevant experience) of no more than one to two pages in length.

Please submit via email, mail or at either store’s Customer Service desk by Monday, May 20, 2019.

City Market/Onion River Co-op
Attention: Allison Hope, Community Engagement
82 S. Winooski Avenue
Burlington, VT 05401
802-777-2667
ahope@citymarket.coop