



# Board of Directors' Candidate Application

Applications are due at City Market by Tuesday, September 4

## 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 13,500+ Co-op Members. Elections are held annually from October 1 to October 21 and Board Members generally serve 3-year terms. The three candidates who receive the most votes will be elected for 3-year terms, starting January 2019 and ending December 2021.

## 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, 2018.
- Be 18 years of age as of September 4, 2018.
- 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' Candidate Application and all required attachments by September 4, 2018.







## 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 23 from 4:30pm to 5:30pm at our South End location (before the regularly scheduled Board Meeting)
  - Monday, August 20 from 6pm to 7pm at our South End location
  - Tuesday, August 28 from 6pm to 7pm at our Downtown locationTo 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-2018>. 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 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 on the City Market Elections 2018 webpage: <http://www.citymarket.coop/elections-2018>. 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 three opportunities to attend Board meetings before the Tuesday, September 4 Board Candidate Application deadline. Please RSVP to Liz Jarvis (using the contact information at the bottom of the application) prior to the meeting. Liz 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.
  - Monday, June 25, 6pm – 8:30pm, Downtown store conference room
  - Monday, July 23, 6pm – 8:30pm, South End store Community Room
  - Monday, August 27, 6pm – 8:30pm, Downtown store conference room
  
- 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). 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 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):

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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 headshot photo of yourself for use on our website and with other Election materials (please email to Liz Jarvis using the contact information below). 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 4, 2018.

City Market/Onion River Co-op  
Attention: Liz Jarvis, Membership Manager  
82 S. Winooski Avenue  
Burlington, VT 05401  
802-861-9707  
[lj Jarvis@citymarket.coop](mailto:lj Jarvis@citymarket.coop)