



NOMINATION APPLICATION FOR THE COMMUNITY MARKET BOARD OF DIRECTORS

Thank you for your interest in becoming a director on The Community Market Board!

We recommend that you follow these two steps to better acquaint you with the Board's work and to understand the application process.

Step 1: Learn more about the Board and its system of governance.

This packet is designed to provide you with basic information regarding the Board's work. You may contact any of the current Board members listed on The Community Market website if you have any questions. Learning more about The Community Market Board will help you decide what level of commitment is necessary and whether this will be a productive and rewarding experience for you.

Background information on The Community Market and the Board are available at The Community Market website <http://thecomunitymarketcoop.coop>

You can also get more information about cooperatives and Boards through these websites:

CDS Consulting Coop - <http://www.cdsconsulting.coop>

Board Leadership - <http://cdsconsulting.centraldesktop.com/cbld/doc/3154572/w-Library>

Food Cooperative Initiative - <http://www.foodcoopinitiative.coop/>

Step 2: Complete and submit the enclosed application and nomination form.

We need to know more about you and your skills and how they enhance your ability to be an effective director. The **deadline for submitting an application is April 18, 2017**. We will review your application and forward it to The Community Market Board of Directors.

Materials available for Step 2:

- Application Form
- Conflict of Interest Form. (must be completed by all applicants)
- Code of Conduct

If you have any questions about the documents included in this application packet or any questions about The Community Market Board of Directors contact Tammie Quick at 919-649-6204 or tlquick@gmail.com.



BOARD STRUCTURE AND RESPONSIBILITIES

The Community Market is governed by a Board of Directors that is elected by the Co-op's member/owners. The Board is directly accountable to the member/owners for the activities and accomplishments of the Co-op. Specifically it is responsible for:

- Interacting with member/owners to understand their needs, values, and vision.
- Developing, monitoring and revising a body of policies that guide The Community Market General Manager and Board to achieve outcomes that are consistent with our member/owners' values and vision.
- Ensuring, through consistent monitoring mechanisms, that The Community Market General Manager achieves the goals set by the Board and that the Board operates according to its established processes.

ELIGIBILITY DESIRED ATTRIBUTES & QUALIFICATIONS

1. Be an active, full Owner of The Community Market in good standing at the time of application. Full Ownership means that the entire \$150 investment has been paid in full at the time of application.
2. You must be at least 18 years of age.
3. You must agree to uphold the Articles of Incorporation and the By Laws of The Community Market.
4. All Directors are elected to represent the ownerships as a whole and not the interest of a particular constituency.
5. Directors cannot own, run or be employed in a business that is in direct competition with The Community Market.

Desired Attributes

- The most important attribute for Board service is commitment of your time and energy to the Board's work. This includes monthly board meetings and committee work as needed. It may also include participation at membership and capital campaigns.

Potential Board candidates should possess these qualifications

- Are dedicated to cooperative principles and values and to the success of The Community Market.
- Understand the Board's approach to governance and willingness to learn and embrace Policy Governance.
- Display discipline in participation through attendance, email and taking part in meetings, committee work and ongoing training.
- Ability to assertively join in the debates at Board-Level issues, with no reluctance to express dissent.
- Willingness to commit time to official external functions, such as membership campaigns and committee work.



- Willingness to stand behind policies of the Board regardless of personal stance taken prior to the vote.
- Understand the Board's role in defining values, vision and long-term viability of The Community Market.
- Willingness to support The Community Market General Manager when she or he has acted in compliance with the Board policies.

Board members are expected to prepare for and actively participate in every monthly meeting, committee work between meetings, Annual Member/Owners' meeting, and occasional training. The time commitment ranges from 15 – 25 hours per month. The term of a Board Member is 3 years.

Application Process and Board Election Timeline

The goal of the Nominations Committee is to find multiple candidates to present to The Community Market Board. The Board will determine who will appear on the ballot that member/owners will vote. ***You will be notified on or before April 21, 2017 if your application was received by The Community Market Board of Directors.***

Tentative Election Schedule – 2017 The Community Market Elections

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|--------------------|---|
| 4/4/2017 | - Call for nominations |
| 4/18/2017 | - Deadline for applications |
| 4/19 – 4/26 | - Candidates meet with the Board |
| 4/27/2017 | - Approval of Candidates (by Board) |
| 4/30 – 5/20 | - Candidate information and mail-in ballots to Member Owners |
| 5/21 – 6/3 | - Mail in Ballots accepted (postmark). |
| 6/4/2017 | - On Site Election at Annual Meeting |
| 6/5 – 6/12 | - Contact New Board Members |
| 6/12 – 6/18 | - Announce New Board Members to Coop Member Announce New Board |
| 7/27/2017 | -Install new board members at monthly meeting |



<u>NAME</u>	
<u>ADDRESS</u>	
<u>PHONE</u>	
<u>EMAIL</u>	
<u>MEMBER/OWNER #</u>	

Candidate Statement: Please respond to the following questions in the form of a brief candidate statement that will be distributed to the Board of Directors and member/owners if you are nominated as a candidate.

1. Current Employment and/or work experience
2. Previous Board experience
3. What Events and Activities for The Community Market Coop have you attended? Volunteers for?
4. What skills would you bring to the Board of Directors of The Community Market? (include training, education and/or experience that qualifies you to sit on the Board)
5. Why would you like to serve on The Community Market Board?
6. What is your vision for The Community Market 10 years from now? What role would you play to achieve that vision?
7. Can you make a 3 year commitment to the responsibilities outlined in this application packet?
8. Please include a current photograph of yourself. A head shot is preferred. If possible submit an electronic picture.
9. Please complete the attached conflict of interest statement as part of your application.

Return completed applications to:

Tammie Quick

tlquick@gmail.com or

116 Oakdale St., Fuquay Varina, NC 27526



Conflict of Interest Statement and Disclosure Form

I have read the Board Member Code of Conduct (next page). To the best of my knowledge and belief, except as disclosed below, I am not engaged in any transaction or activity which may represent a competing conflict of interest with that of The Community Market Food Co-op. I understand and agree that any conflict of interest will be immediately disclosed to the Board Chair.

I also understand and agree that I will not participate in final deliberation or vote on any matter before the Board in which I have or may be perceived to have, a direct or indirect conflict of interest.

I affirm that the following are all of my business, financial and organizational interests, which could be construed to be related to the mission, vision, values or operations of The Community Market.

Business Interests:

Financial Interests:

Organizational interests, affiliations and/or positions held

Application Name (please print): _____

Signature: _____

Date: _____



Code of Conduct

We each commit ourselves to ethical, professional and lawful conduct.

1. Every director is responsible at all times for acting in good faith, in a manner which she/he reasonably believes to be in the best interests of the Cooperative, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
2. Directors must demonstrate un-conflicted loyalty to the interests of the Cooperative's owners. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other Boards or staffs, and the personal interest of any director acting as an individual consumer or member.
 - a. There will be no self-dealing or any conduct of private business or personal services between any Director and the Cooperative except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b. At a new Director's first board meeting, he/she will complete the "Conflict of Interest Disclosure" form, and will verbally report to the whole board the potential conflicts. Any subsequent potential conflicts will be reported to the whole board immediately.
 - c. When the Board is to decide on an issue about which a Director has an unavoidable conflict of interest, that director shall abstain from the conversation and the vote.
 - d. A Director who applies for employment must first resign from the Board.
3. Directors may not attempt to exercise individual authority over the organization.
 - a. When interacting with the GM or employees, Directors must carefully and openly recognize their lack of authority.
 - b. When interacting with the public, the press, or other entities, Directors must recognize the same limitation and the inability of any director to speak for the Board except to repeat explicitly stated Board decisions.



Code of Conduct continued

4. Directors will respect the confidentiality appropriate to issues of a sensitive nature and must continue to honor confidentiality after leaving Board service.
5. Directors will prepare for attend, and participate fully in all Board meetings and trainings.
6. Directors will support the legitimacy and authority of the Board's decision on any matter, irrespective of the director's personal position on the issue.
7. Any Director who does not follow the code of conduct policy can be removed from the Board by a 2/3 majority vote of the remaining Board.

NAME (PRINTED)	SIGNATURE	DATE
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