

**Frederick County Consumer Cooperative (FCCC)
t/a The Common Market
Information for Board of Director Candidates**

Thank you for your interest in seeking a position on the FCCC Board of Directors.

The FCCC is seeking director candidates who are dedicated to the cooperative and its mission and who will contribute to the task of governance. The Board of Directors operates using the model of Policy Governance, which emphasizes strategic direction of the cooperative, owner linkage and evaluating management performance. Policies have been developed by the board outlining how the board functions, how authority is delegated to management and what limitations management may have. The Board is accountable to the ownership and the General Manager is accountable to the Board. Thus, directors have three essential functions: first, to link with the ownership, second, to write the policies, and third, to ensure that the policies are being implemented correctly. These are the activities of the directors, deceptively simple in concept, yet complex and challenging in practice. Note that directors are not managers and have no direct operational duties, rights, or privileges. The board always acts and speaks collectively, with a single voice, and that voice is policy.

Board Structure: As stated in the FCCC bylaws, the board shall consist of nine (9) directors. Election of directors occurs at the FCCC Annual Ownership Meeting (Owner Fest).

The board term is three (3) years, beginning in November. The Director terms are staggered, such that one third of the Directors shall be elected each year.

Eligibility: FCCC bylaws require that an individual must be an owner in good standing of the co-op, that is, current in his/her equity share payment and have no outstanding debt to the FCCC.

Director Participation:

- ✓ Meetings: Directors are expected to prepare for and attend monthly board meetings and the Annual Ownership Meeting (Owner Fest). Monthly meetings are currently on the fourth Thursday of each month from 6pm to 9pm. Dinner is provided to the Directors by the Common Market. The meeting schedule may be adjusted during November and December to accommodate the holidays. The meeting schedule for each board-operating year is established in October-November of each year. Board members can miss no more than three meetings in the board year.
- ✓ Training: Directors are expected to attend an annual board development full day weekend training retreat, scheduled this year on Saturday November 1, 2008. An orientation session will be scheduled for new Board members and additional training seminars with Cooperative Development Services will be available throughout the year, choosing from several possible dates and locations.

- ✓ Events: Directors are expected to have a high level of visibility at events sponsored by the co-op, such as Owner Appreciation Day, Earth Day etc., and to interact and communicate with our owners.
- ✓ Committees: Directors participate on ad hoc or standing Board committees.

Compensation: Currently, Directors receive a discount on purchases for serving on the Board. Legitimate expenses incurred executing Board business and as approved by the Board is reimbursed.

As a prospective candidate, you are strongly encouraged to review some of the board's documents and attend a board meeting or one of the informational sessions and/or speak with a Director personally.

- Review copies of the bylaws and board policies – inquire at the owner service desk
- Attend a Board meeting – July 24, 2008 – 6pm to 9pm in the Community Room
- Attend an Informational session - Saturday July 26, 2008 from 10am to 12noon or Sunday August 3, 2008 from 1pm to 3pm in the Community Room
- Make arrangements to speak with a current Board Director – send an email to Board@commonmarket.coop

Applications may be dropped off at the owner service desk, mailed to The Common Market, Attn: Board Development Committee, 5728 Buckeystown Pike, Unit 1-B, Frederick, MD 21704 or e-mailed to Board@commonmarket.coop for receipt by 9pm on August 16, 2008.

Sincerely,

Board Development Committee

**Frederick County Consumer Cooperative
Board Candidate Application
2008 Board Election Process**

**The election process requires that all applications be submitted by 9pm August 16, 2008.
Applications may be dropped off at the owner service desk, mailed to The Common Market, Attn: Board
Development Committee, 5728 Buckeystown Pike, Unit 1-B, Frederick, MD 21704 or e-mailed to
Board@commonmarket.coop for receipt by 9pm on August 16, 2008.**

Name _____

Address _____

_____ Zip code _____

Phone _____ (home) _____ (work) _____ (cell)

Email _____

Owner ID number _____
(Last 4 digits on back of Owner card)

Owner since _____

1. Biographical information

Education and/or training:

Current occupation:

Special Interests:

2. Board Experience

| Organization name | Years as director | Officer positions held |
|-------------------|-------------------|------------------------|
| <hr/> | | |
| <hr/> | | |
| <hr/> | | |

3. Business and/or Organizational Experience

Briefly describe any business, management, volunteer or community group experience:

4. **Candidate's statement:** In 250 words or less, summarize your biographical info and expertise, what you feel you can offer the co-op board, and what interests you personally about serving on the board. (Add an additional sheet if necessary.)

This paragraph will be extracted from the application, posted in the store and mailed with the ballots to member-owners prior to the election. We reserve the right to edit as necessary.