

Board Vacancy Process

"Application for Board of Directors" Instructions"

The following instructions and information are provided as a guide to you in determining your willingness to serve, the filing of your application, the conditions that apply to your eligibility to serve and what is expected of you as a member of the board of directors if so elected.

1) Conditions of application

- a) Election to the boards of directors of the Trapp Family Housings Cooperatives is accomplished through election by shareholders at its annual spring meeting.
- b) Upon the resignation and or demise of a standing member of the board of either cooperative, the remaining members of that board may appoint a new member to fulfill that members remaining term.
- c) The election and term of office of the boards of director's members is governed by the by-laws of the cooperative.
- d) Board member and spouse expenses are covered for approved events including, but not limited to, semiannual board meetings as follows:
 - a. Housing accommodations, duration of stay to be approved by Board President
 - b. Meals, as deemed appropriate and approved by the Board President
 - c. Travel expenses reimbursed at the mileage rate for automobile use established by the IRS for tax purposes for a maximum of 1,000 miles round trip
 - d. Other approved events reimbursed as defined by the Board President
 - e. Incidental expenses associated with meeting preparation and or presentations
- e) It will be the prerogative of the board of directors in establishing the appropriateness of a prospective candidate to institute a criminal record check and or any other character inquiry of public record it deems necessary for the protection of and in the interest of the shareholders to whom it is beholden. It shall be the responsibility of the board to protect and secure any and all information thus obtained.

2) Conditions of Service

- a) Applicants must attend all scheduled and special meetings of the Boards of Directors of the Cooperative
- b) Applicant must be willing to contribute time and effort as required on a working board including Task Group participation.
- c) Applicant must be willing to commit to a minimum of one three (3) year term
- d) Applicant must be so equipped and capable of communicating through the use of Email

3) Application Filing Instructions

- a) Complete the entire application. You may attach additional sheets rather than hand writing in the application using the headings as described in the application and a word processing utility such as Microsoft Word©
- b) It is helpful if Biographical information is chronological over the years you are describing.
- c) Application shall be sent Email, Fax or USPS to arrive on or before the date indicated on the application to:

Trapp Family Lodge Guest Houses
Attention: Owner Services
P.O. Box 1428
Stowe, VT 05672

Email: ownerservices@trappfamily.com
Fax: (802) 253-5757 Attn: Owner Services

If you need additional time to complete your application, you may request an extension by email to ownerservices@trappfamily.com indicating the reason for your need. Your request must be received no later than five (5) days prior to the due date indicated on the application.

**Application for Board of Director
Trapp Family Cooperative Housing**

1. Applicant must fill out enclosed sheets using additional sheets, if necessary.
2. Applicant must attend all scheduled & special meetings of Trapp Family Co-ops.
3. Applicant must be willing to expend time and effort as required on a working board.
4. Applicant must be willing to commit to a minimum of three years.

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**Board of Director
Candidate's Background Information**

Name:

Address:

Phone #'s. **Home:**
 Work:
 Cell:
 Fax:

Email:

Unit #'s & Weeks Owned:

BIOGRAPHICAL BACKGROUND (WORK AND OTHER RELEVANT EXPERIENCE).
Additional information may be sent to ownerservices@trappfamily.com, if necessary.

CANDIDATE'S STATEMENT (*not to exceed 150 words*) INCLUDING REASON FOR SEEKING ELECTION AND COMMITMENT IF SUCCESSFUL.

SPECIAL INTEREST IN OR SPECIAL CAPABILITY IN A SPECIFIC FIELD OR FIELDS THAT COULD BE OF PERTINENT INTEREST RELATIVE TO THE GUEST HOUSES AND MANAGEMENT THEREOF.

Please include a brief biography (approx. 150 words), suitable for distribution to the Shareholders if you are selected for placement on the ballot.