



TO: NCGA Action Team/Committee Members, State Organization Offices, NCGA Corn Board Members

FROM: Martin Barbre, Chairman

CC: Troy Knecht, Dan Cole, Mike Lefever, Mark Scott

DATE: October 9, 2015

RE: **REQUEST FOR APPLICATION—NCGA CORN BOARD—FY 2017**

On behalf of the Nominating Committee members, Troy Knecht, Dan Cole, Mike Lefever, Mark Scott and myself, I am enclosing application information for growers to be considered for positions on the FY 2017 NCGA Corn Board.

Candidates will be introduced at the Corn Congress meeting during the 2016 Commodity Classic, March 3-5, 2016 in New Orleans, LA. Corn Board members will be elected at the July 20-21, 2016 meeting of the NCGA Corn Congress in Washington, DC. The newly elected board members will begin their service on October 1, 2016 for the FY 2017 fiscal year.

Background Information:

There will be 5 open positions elected to the NCGA Corn Board at the July 20-21, 2016 Corn Congress meeting in Washington, D.C.

Five* terms expiring are:

- Jon Holzfaster—3 year term (10/1/13-9/30/16), has completed eligible board service.
- Jim Reed—1 year term (10/1/15-9/30/16), eligible for two additional three year terms.
- Kevin Ross—3 year term (10/1/13-9/30/16), eligible for one additional three year term.
- Jim Zimmerman—2 year term (10/1/14-9/30/16), eligible for one additional three year term.
- Martin Barbre—retiring as Chairman, has completed eligible board service.

**Please note that if a board member whose term is expiring is elected First Vice President, he or she will leave no unexpired term, and the number of board member positions to fill will be 4 instead of 5.*

The Nominating Committee members are requesting applications for these board positions. **Application forms are due into Kathy Baker in the St. Louis office by Friday, January 8, 2016.**



The work of the Nominating Committee is to review applicant qualifications and nominate the most qualified individuals for consideration by NCGA delegates to the Corn Board. Candidates will be considered based upon the following qualifications.

- Leadership characteristics
- Ability to fulfill responsibilities of the position
- Commitment to the position on behalf of NCGA
- Vision of service within NCGA
- Leadership experience
- Current and future perspective of NCGA
- Personal goals and objectives
- Personal Vision for the Association and corn industry
- *(also reference attached Corn Board Position Description)*

The Nominating Committee members will discuss candidate applications in January 2016. Per the NCGA Bylaws, the Nominating Committee shall nominate a greater number of candidates than positions on the Board to be elected, and all positions must be elected to the Corn Board by majority vote.

A Nominating Committee Report listing the slate of nominated candidates, biographical information and an explanation of the voting process will be available in February 2016 to Corn Congress Delegates/Alternates, Corn Board Members, Action Team/Committee Members, and State Organization Offices. All persons not interviewed or nominated will be notified by the Nominating Committee.

The Nominating Committee Report will be given on the first day of the Corn Congress, July 20, 2016, and nominations from the floor will be in order that day. All candidates will be expected to give remarks to the delegates on the day of nomination.

YOU HAVE QUESTIONS—WE HAVE ANSWERS!

Who can apply for a position on the NCGA Corn Board?

You may apply if you are a corn producer (owner, manager or operator), and are a member of NCGA, and a checkoff contributor, if applicable.

Where should the application form be sent?

You can send your application by fax, email or U.S. mail to:

*Martin Barbre, Nominating Committee Chairman
c/o Kathy Baker
National Corn Growers Association
632 Cepi Drive
Chesterfield, MO 63005
Tel: 636/733-9004
Fax: 636/733-9005
E-Mail: baker@ncga.com*



Applications received at the National Corn Growers Association office will be forwarded to Nominating Committee members for their review.

When to turn in the application?

The deadline for receipt of applications is close-of-business on Friday, January 8, 2016 in the NCGA/St. Louis office.

What's next?

The Nominating Committee will conduct telephone interviews with those submitting applications. After completion of interviews, the Nominating Committee will vote on a slate of candidates, which will be announced in early February 2016. A Nominating Committee report with nominated candidates and biographical information will be available in February 2016. The Committee will also notify persons who are not nominated.

What happens at the Corn Congress meeting in July?

The Nominating Committee report will be given on the first day of the July 2016 Corn Congress and nominations from the floor will be in order that day. All candidates will be expected to give remarks to the delegates on the day of nomination.

Please help strengthen the future of the National Corn Growers Association through leadership service on the NCGA Corn Board. We welcome your application!

The Nominating Committee members look forward to hearing from you. If you have questions, please call Martin Barbre at 618-384-9553, or feel free to contact one of the other members of the Nominating Committee: Troy Knecht, 605-885-7459, Dan Cole, 217-430-8735, Mike Lefever, 303-588-1700, Mark Scott, 636-262-7125, or Kathy Baker in the NCGA St. Louis office, 636-733-9004.



Nominating Committee Timeline:

- | | | |
|---------------------|---|--|
| October 9, 2015 | → | Request for Application Distributed |
| November 20, 2015 | → | Request for Application (reminder #1) |
| December 18, 2015 | → | Request for Application (reminder #2) |
| January 4, 2016 | → | Request for Application (reminder #3) |
| January 8, 2016 | → | Application Forms are due in St. Louis office |
| January 19-29, 2016 | → | Interviews conducted |
| February 4, 2016 | → | Slate announced, Nominating Committee Report available |
| March 3 & 5, 2016 | → | Corn Congress Meeting, New Orleans, LA
Nominating Committee Report, announcement of candidates. |
| July 20-21, 2016 | → | Corn Congress Meeting, Washington, DC
Candidates' remarks to the delegates, Corn Board elections. |



Application Form CORN BOARD MEMBER

Name *(first, middle, last)* _____
Address _____
City, State, Zip Code _____
Home Telephone No. _____
Fax No. _____
Cell No. _____
NCGA Membership No. *(required)* _____
Email Address _____
Education _____

LIST THREE PERSONAL REFERENCES AND THEIR PHONE NUMBERS.

Name: _____	Tel: _____
Name: _____	Tel: _____
Name: _____	Tel: _____

DESCRIBE YOUR FARM OPERATION:

LIST CURRENT OR PREVIOUS LOCAL, STATE OR NATIONAL ASSOCIATION INVOLVEMENT, WHETHER AGRICULTURAL, OR OTHER:

EXPLAIN WHY YOU WOULD LIKE TO BE ELECTED TO SERVE ON THE CORN BOARD:

EXPLAIN YOUR PERSONAL EXPECTATIONS OF A CORN BOARD MEMBER:



EXPLAIN YOUR PERSPECTIVE OF NCGA:

EXPLAIN THE LEADERSHIP ATTRIBUTES OR EXPERIENCE YOU CAN BRING TO THE CORN BOARD:

DESCRIBE YOUR PRIORITIES FOR NCGA AS A MEMBER OF THE CORN BOARD:

ADDITIONAL PERSONAL COMMENTS:

ENCLOSURES

- Position Description of an NCGA Corn Board Member
- Action Teams/Committees of the NCGA Corn Board

Thanks for completing this form. Please return to the NCGA Chairwoman at the address below:

Martin Barbre, NCGA Chairman | c/o Kathy Baker
National Corn Growers Association
632 Cepi Drive ■ Chesterfield, MO 63005
Tel: 636/733-9004 ■ Fax: 636/733-9005
E-mail: baker@ncga.com



NCGA CORN BOARD

Position Description: NCGA Corn Board Member

Purpose:

The primary responsibility of the Board as a whole is to supervise and direct the day-to-day business and policy matters of the Association and represent the NCGA on all matters. To complete these responsibilities, the Corn Board will be comprised of 15 corn growers including 12 members elected by the Corn Congress, plus the President, First Vice President and Chairman of the NCGA who are elected by the Corn Board.

Member Duties and Responsibilities:

Each member of the Corn Board will perform the following acting as a group, or individually as the task requires:

1. Represent the federation of state organizations as an Association in order to fulfill the Association's purpose and coordinate the Federation of Member States. In so doing the Board will act in the best interests of all members and the industry, rather than on behalf of themselves, individuals or individual state interests or to the detriment of Association interests, and shall respect confidentiality within the position. Ensure legal and ethical integrity and maintain Board accountability.
2. Act as a responsible spokesperson for the NCGA to enhance the organization's public standing on all organizational and policy issues. In so doing, Board Members will communicate positions which are consistent with Association policy and purposes.
3. Supervise the affairs and activities of NCGA in partnership with the CEO, who serves as staff administrator.
4. Implement NCGA policy established by the Corn Congress; interpret, further define, respond to and monitor policy matters as well as prioritizing competing policy interests and projects and allocate Association resources to achieve policy goals.
5. Monitor and update a multi-year strategic plan and organization outlook.
6. Have ultimate responsibility for all financial affairs of the Association, including assuring adequate resources. Approve and monitor an annual budget, and develop a financial forecast and operating plan in partnership with the CEO and NCGA staff.



7. Monitor and evaluate all program results, including those of the Corn Action Teams and report results to the Corn Congress, as appropriate, and take corrective action in program implementation as needed.
8. Recruit and orient new Board members and assess Board performance.
9. Individual Members shall agree to serve as liaison to Action Teams/Committees, if appointed, and support the performance of the Action Teams/Committees.
10. Participate, as appointed by the President, in one or more of these committees in accordance with the purpose of the Committee, as defined by the Bylaws:
 - a) Association Relations
 - b) Finance
 - c) Nominating
 - d) Resolutions
 - e) Other committees and organizational appointments, as necessary
11. Establish times and locations for Corn Congress meetings, develop an agenda for actions and policy matters of the Congress.
12. Elect the First Vice President for ratification by the Corn Congress.
13. Select the Chief Executive Officer.
14. Actively solicit input from growers, state organizations and other corn industry partners to contribute to sound, knowledge-based decisions.
15. Complete orientation, attend meetings, participate in conference calls, review meeting materials and represent the Corn Board as requested at meetings, events or activities, to include state organizations.
16. Make attendance at Corn Board meetings and conference calls a priority (versus involvement in the activities of other organizations) and attend board meetings of home state organization(s).



Qualifications:

Corn Board members may find these qualifications helpful:

1. Be NCGA Regular Member who has historically participated as a contributor in their state's checkoff program, if applicable. Will have provided requested information and have completed interviews with the Nominating Committee.
2. Have demonstrated experience, skills or interest in any of the following:
 - a) The capacity to work well with others in a team oriented atmosphere with respect for the responsibilities of the position, and the willingness to commit to organizational goals versus individual or state achievement.
 - b) The ability to understand and focus upon both short and long-term objectives.
 - c) Leadership experience.
 - d) Knowledge of the NCGA and national issues concerning the corn industry, experience within local, state or national corn grower organizations is preferred.
 - e) Background knowledge or experience in organizations or on boards to have an understanding of organization business principles, including ethics, legal, planning and budgeting.
 - f) Experience in working with a CEO responsible for staff and program/policy administration, and an understanding of the boundaries of the different, yet complementary roles and responsibilities of growers and staff.
 - g) Communication skills, comfortable serving as an NCGA spokesperson as requested, to communicate Association policy and purpose.
 - h) Necessary time management skills to balance personal, professional and Association needs.
 - i) Ability to spend approximately six (6) hours per week and 15 to 25 days per year away from personal business to devote toward Association matters. Additional time is required for an officer, as defined in their position description.
 - j) Desire to participate in any or all corn industry, production, market development, product development and informational or educational activities of the Association.



Action Teams/Committees and Standing Committees Of the Corn Board

Action Teams/Committees:

- Ethanol Committee
- Grower Services Action Team
- Production & Stewardship Action Team
- Public Policy Action Team
- Research & Business Development Action Team
- Trade Policy and Biotechnology Action Team

Members and Chairmen

- Appointed by the NCGA President with consent of the Corn Board

Duties of the Action Teams/Committees

- Reference Action Team/Committee Charge and Mission Statements, and the NCGA Strategic Plan

Corn Board Liaisons to Action Teams/Committees:

Appointment and Tenure:

- Liaisons will be appointed by the NCGA President, with consent of the Corn Board, each year.
- The NCGA President will make Liaison assignments first, and those assignments should generally be for a one-year term and rotate so that all board members have a chance to serve as a liaison if they indicate a desire to serve.

Role:

- Keep the Team/Committee's focus within the organization's strategic plans and board policy.
- Communicate between the board and the team/committee, and act as an advocate to the board for the team/committee.
- Report at each Corn Board Meeting.

Executive Team:

- The Executive Team will consist of the Action Team/Committee Chairman, Vice Chairman and Liaison. The Executive Team should meet before a scheduled meeting to prepare, and afterwards, to summarize. Staff should attend the meeting but are not considered members of the Executive Team.
- Tenure will be maintained in the Executive Team, i.e., strive not to have all three positions (Chairman, Vice Chairman, Liaison) new in one year.



Standing Committees of the Corn Board:

Nominating Committee

Members and Chairman:

- Appointed by the NCGA President with consent of the board.
- Chairman of NCGA serves as Chair of the Committee.

Composition of the Nominating Committee:

- To consist of five persons, to serve one-year terms.
- Chairman of NCGA (to serve as Chair).
- Four growers (one State Growers Association Board; one State Checkoff Board representative; two growers at-large).

Expenses:

- Expenses of the Committee will be paid by NCGA.
- All nominee expenses are the expense of the state or applicant.

Duties of the Nominating Committee:

- Be well acquainted and familiar with the general population of prospective candidates.
- Seeks applicants from State Organizations and identifies grower candidates who may be considered for open seats on the Corn Board.
- Meets (in person or via conference) prior to Corn Congress Session I to interview selected applicants.
- Announces candidate nominees prior to Corn Congress Session I.

Nominating Committee Guidelines:

1. The Committee shall be appointed as stated in the NCGA Bylaws, and will be announced during Corn Congress Session I.
2. During Session I, the Nominating Committee Chairman will announce all open Board positions, state the responsibilities of the Board and request state organizations and others submit names to the Committee, and announce the timeline for the work of the Committee.
3. The Committee will review all guidelines and responsibilities of their Committee position, and review responsibilities and duties of the Corn Board for use in selecting nominees and will consult with the Board regarding nominations and the process.
4. The Committee will seek candidates from the state organizations and also seek candidates as a Committee.
5. Notification and arrangements will take place for selected candidate interviews. Interviews may be conducted in-person or by telephone and should involve all Committee members. Interview expenses (if any) for the Nominating Committee will be paid by NCGA. Applicant expenses are paid by the state or applicant.



6. Following all interviews, applicants will be informed of the results of the Nominating Committee as soon as practicable after completion of the selection process.
7. Interview Process:
 - a) The Committee will select a greater number of nominees than available positions.
 - b) The Committee will make every attempt to represent the differences within the Association based upon geography, state organization considerations, grower priorities, but will make their selection primarily based upon the *merit of the individual*.
 - c) Qualities of leadership style, commitment to the position, management skills, association experience, knowledge of the Association, budget experience, personnel and administrative experience, communication skills, ability to maintain confidentiality, willingness to work with others, personal goals and objectives, and a candidate's personal vision for the Association and corn industry will be key subjects of discussion for the Nominating Committee decisions.
8. The slate of proposed nominees will be distributed to all Congress delegates and state offices, with biographical information and/or photograph at least ten days prior to Session II of Corn Congress.
9. The election for Corn Board positions will be held at Session II of Corn Congress. The report of the Nominating Committee and nominations will be reported by the Chairman at the first day's meeting. Nominations can occur from the floor on the first day. All nominees from the floor must provide biographical information to NCGA for use by the Delegates, and all candidates will be permitted to address the Congress prior to voting on the first day of Session II.



Election Process (process for voting at Corn Congress):

On the first day of Corn Congress, the NCGA Chairman will introduce the Nominating Committee members and present the report of the Nominating Committee. The slate of proposed candidates will be announced. Following the report of the Nominating Committee, the President will take nominations from the floor.

All nominated candidates may address the delegates from the podium in front of the stage regarding their candidacy, keeping their remarks within the debate limit of three (3) minutes.

An alphabetical and numerical listing of Corn Board candidates will be shown on-screen after all nominations are made. Each candidate will be identified both by number and name throughout the election. Nominations from the floor will be shown at the end of the listing of nominated candidates.

The President shall appoint an Election Committee of grower members with the responsibility to oversee and implement the election process. The committee will address any questions that may occur, and provide the necessary supervision to ensure the integrity of the election process. The Parliamentarian will assist in the process. Electronic voting will be the preferred method during the Corn Board election. Each delegate will vote via electronic key pad. The results of each round of voting shall be recorded in a report by the Election Committee and handed to the President. The President shall separately declare the election of each available director position indicating who will receive three year terms and who will receive the unexpired term of the board member elected by the Corn Board as First Vice President. The election results will be announced and recorded in the minutes of the meeting.

During the election process, delegates will vote for a total of five* persons to be individually elected by majority vote to serve on the NCGA Corn Board. On the first round of voting, delegates should vote for five candidates, or their vote will be considered spoiled. Subsequent rounds of votes by each delegate must indicate votes for the number of positions still to be elected, and as announced by the Chair to be voted upon, or the vote will be considered spoiled. The President will clearly instruct delegates regarding each round of voting on the number of candidates still to be elected, the names of the current candidates, and clarify questions prior to any voting taking place.

Rounds of voting continue as stated above until 5 individuals are elected by majority vote to serve on the NCGA Corn Board. In the event that no one candidate receives a majority of the votes cast on a ballot, the candidate receiving the lowest number of votes shall be eliminated.

The newly elected Corn Board members will receive 3-year terms, with the exception of the Corn Board member elected with the least amount of majority votes in the final round of voting. That Corn Board member will receive the unexpired term of the board member elected by the Corn Board as First Vice President, subject to ratification by the Corn Congress delegates.

**Please note that if a board member whose term is expiring is elected First Vice President, he will leave no unexpired term, and the number of board member positions to fill will be 4 instead of 5.*



Finance Committee

Members and Chairman:

- Appointed by the NCGA President with consent of the Corn Board, each year.

Duties of the Finance Committee:

- Oversight with CEO for staff functions of budgeting, accounting and auditing for NCGA, and reporting of this information throughout the Association.
- Assures segregation of lobbying and non-lobbying expenditures.
- Responsible for discussion of financial matters with Corn Board, member states.
- Advises on state funding request levels, involves Board in funding requests and support activity.
- Serves as Audit Committee, selects auditor. Receives report directly from Audit firm.
- Responsible for development and presentation/discussion of budget projections.
- Coordinates flow of financial information state/national to complete their responsibilities.
- Responsible for financial aspect of Priority and Policy Conference.

Resolutions Committee

Members:

- Committee shall consist of presidents of State Organizations (Association and Checkoff Board) or their designees, the Corn Board, and Chairmen of Corn Action Teams (applicable in 1999 and thereafter).
- Meet only in January of each year.
- Function only for the first Congress session of the year.
- First Vice President serves as Chairman.

Duties of the Resolutions Committee:

- Reviews, edits and evaluates resolutions for presentation to the Corn Congress, eliminates duplication, gathers background information on subject.
- Can make substantive changes only with the consent of the sponsor.
- Can provide Committee recommendations on proposed resolutions, if any, to facilitate consideration by the Corn Congress.
- Initiates resolutions upon majority vote of the Committee.
- Reports resolutions to the Corn Congress delegates/alternates with Committee recommendations.



Association Relations Committee

Members and Chairman:

- Appointed by the NCGA President with consent of the Corn Board.

Duties of the Association Relations Committee:

- Facilitates cooperative state and national working relationships, including development of the Memoranda of Agreement.
- Responsible for coordination of state and national priorities, two-way information flow between states/national and general working procedures of a planning process on programs for the Association. Defines and assures implementation of a sound planning process.
- Reviews focus on NCGA Strategic Plan within the Association.
- Develops and implements general program evaluation standards. Monitors implementation of evaluation standards by Corn Action Team programs on behalf of the Corn Board.
- Responsible for planning aspect of Priority and Policy Conference.

Bylaws Committee

Members and Chairman:

- Appointed by the NCGA President with consent of the Corn Board.
- Appointed only as needed

Duties of the Bylaws Committee:

- Reviews the Bylaws of the NCGA periodically and recommends amendments, as needed, to the Board for its review and presentation to the Congress.

Commodity Classic Committee

Members and Chairman:

- To be appointed by the NCGA President with consent of the Corn Board, for a three-year term.

Duties of the Commodity Classic Committee:

- The Commodity Classic Committee will work directly with the Corn Board on coordination matters (contractual commitments) of the Commodity Classic with the American Soybean Association.
- The NCGA Corn Board will be kept informed of Commodity Classic financial matters.