



Dear Applicant:

Thank you for your interest in becoming a Volunteer Board Member of Fond du Lac Credit Union (Credit Union). Attached are the following:

- Application to Serve as a Credit Union Board Member
- Sample Candidate Statement
- Board Member Duties and Responsibilities Policy

Credit Union members may seek election to open positions for the Board of Directors via **one of the following methods:**

- Any member 18 years or older who has been a member for at least three (3) months, may apply for nomination by submitting the enclosed “Application to Serve as a Credit Union Board Member” to the Nominating Committee. All applications and candidate statement information are due to the Credit Union by December 1 . Please understand that the application process does not guarantee the applicant’s nomination. The Credit Union Nominating Committee will review all applications and may contact candidates for an interview before completing the nomination process. The final decision rests with the Nominating Committee.
- Any member 18 years or older who has been a member for at least three (3) months, may be nominated by obtaining the signatures of one (1)% of Credit Union membership, as of August 31<sup>st</sup>, on the attached “Official Petition for Nomination to the Fond du Lac Credit Union Board of Directors”. All petitions and candidate statement information are to be returned to the Credit Union by December 1. Submission of a valid petition guarantees the applicant’s inclusion as a candidate for a Director position.

Please direct all mail as follows:

Fond du Lac Credit Union  
c/o Nominating Committee  
P O Box 1005  
Fond du Lac, WI 54935

If dropping off the information at the Credit Union office, please insert all forms in an envelope addressed to the “Nominating Committee”.

Thank you for your interest in becoming a Volunteer Board Member for Fond du Lac Credit Union. If you have any additional questions regarding the application or petition process, please write to the Fond du Lac Credit Union Nominating Committee at the address above or contact the President of the Credit Union.

# **Application to Serve as a Credit Union Board Member**

## **Biographical Data**

Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

City, State & Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

## **Employment**

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Date Hired \_\_\_\_\_

Present Title & Occupation \_\_\_\_\_

Primary Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Community Service**

Do you now or have you ever held a position:

**With any other credit union?**

Yes      No

*If yes, please complete the following:*

Credit Union Name \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_

Description of duties, responsibilities or experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Candidate Statement**

*Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of the Fond du Lac Credit Union as part of our election process. A sample statement has been included in this packet for your reference-see below.*

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## **Certification**

I certify that the information in this application is true and correct and I authorize you to investigate and verify any of the information.

I authorize you to gather whatever employment information you consider necessary and appropriate.

I authorize you to perform a consumer credit report from a reputable credit reporting agency and a criminal background check on me as you consider necessary and appropriate.

I understand that you will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Sample Candidate Statement**

John Doe is currently an employee at Acme Engineering, where he has been the HR assistant for the past 5 years. John received his Bachelor's Degree in Human Resources from UW Oshkosh. In his spare time he has volunteered for both Habitat for Humanity and The United Way and also enjoys fishing. He feels his involvement in the community and his work experience would be advantageous as a Fond du Lac Credit Union Board Member.

## **Board Member Duties and Responsibilities Policy**

Each member of the Fond du Lac Credit Union (FDLCU) Board of Directors is elected by the membership to serve a three-year term; or, a remaining term of a previous director. The Board sets the general direction of the credit union and oversees Management in the operations of FDLCU. The Board shall be responsible for the general oversight and final decision-making authority over the affairs, funds and records of FDLCU in accordance with applicable law, the Articles and the Bylaws.

### **Basic Responsibilities:**

1. Make strategic decisions regarding the course of action for FDLCU by establishing goals, objectives, formulating policies and approving services.
2. Review all policies annually
3. Hire, monitor and evaluate FDLCU President.
4. Approve pay practices and benefits for FDLCU staff with guidance from management.
5. Participate in committees as appointed by the Board Chair.
6. Ensure FDLCU meets all federal and state regulations and guidelines.
7. Maintain, review and update FDLCU Bylaws.
8. Maintain the confidentiality of all FDLCU business and information received.
9. Attend and actively participate in monthly Board Meetings and the Annual Strategic Planning Session.
10. They must administer the affairs of the credit union fairly and impartially and without discrimination in favor of or against any particular member.

### **Duties:**

1. A Board member must carry out the duties in good faith, in a manner reasonably believed to be in the best interests of the membership, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
2. Thoroughly review Board information prior to each Board Meeting
3. Fulfill yearly educational requirements (see Educational Requirements)
4. Be aware of state and federal political issues regarding the credit union movement.
5. Disclose possible conflicts of interest and refrain from voting on issues related to the conflict.
6. Attend monthly Board Meetings (see Required Meetings).

### **Board Members Qualifications:**

1. Must be a member in good standing with FDLCU.
2. Must be at least 18 years of age.
3. Must be a member of FDLCU for three (3) months.
4. Must be bondable by FDLCU's Fidelity Bond Company.
5. Must authorize a Criminal Background Check and Credit Check.

**Educational Requirements:**

1. A Board member must have a certain base level of financial skills, consistent with the size and complexity of the cu operation they serve. At a minimum, they must have the ability to read and understand the credit unions balance sheet and income statement. If they do not have these skills when elected or appointed, they must obtain these skills in a timely manner (within 6 mos.). FDLCU will make available the appropriate training to enhance the financial knowledge of the Board member.
2. Must complete required education programs designed for the Board of Directors that are required by the NCUA, or other association that the Board Chair feels necessary.
3. Attend one or more Chapter Meeting per year

**Required Meetings:**

1. Monthly Board Meeting- currently held on the fourth Tuesday of each month in FDLCU's Conference Room. The meeting lasts approximately 1 hour. Each director must attend a minimum of ten regular monthly Board Meetings per year. Virtual attendance is allowed. If more than two meetings are missed, the Board Chairperson will contact the Board Member to discuss absenteeism.
2. Annual Meeting of the membership: generally held in March.
3. Annual Planning Session: afternoon or evening sessions held on mutually agreed upon dates in September or October.
4. Other assigned committee meetings: generally held in FDLCU Conference Room. Meetings vary depending on the specific committee.
5. Exit reviews by examiners are not required, but attendance is highly recommended.

**Personal Liability:**

FDLCU carries Directors' and Officers' Liability Insurance. This policy protects FDLCU's directors, volunteers and employees from liability arising out of their duties performed for the Credit Union.

I understand that all loans I receive from Credit Union must be approved by the Board.

I have read and understand the Board Member Duties and Responsibilities Policy. I agree to be bound to all requirements applicable to my duties as a board member. If during my term of office I find that I cannot devote sufficient time to FDLCU business and fully comply with the outlined duties and requirements, I will resign.

(Each board member will be asked to review and sign this policy annually.)