



**Dear Applicant:**

Thank you for your interest in becoming a Volunteer Board Member of the TopMark Federal 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 "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.

**Please direct all mail as follows:**

TopMark FCU  
Angie Maynard  
609 E Main Street  
Cridersville, OH 45806

If dropping off the information at the Credit Union office, please insert all forms in an envelope addressed to the "Nominating Committee". Applications can be emailed to: [amaynard@topmarkfcu.com](mailto:amaynard@topmarkfcu.com)

Thank you for your interest in becoming a Volunteer Board Member for TopMark Federal Credit Union. If you have any additional questions regarding the application process, please write to the TopMark Federal Credit Union Nominating Committee at the address above or contact the CEO 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: \_\_\_\_\_

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

**With any other financial institution:**  
following:

Yes No

*If yes, please complete the*

Name \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_

Reference \_\_\_\_\_ Phone \_\_\_\_\_

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

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

**Any other experience you would like to share:** (Ex: Church treasurer, member of organizations, etc.)

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

**Personal Statement**

Why do you wish to become a volunteer Board Member for TopMark FCU?  
Union?

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

How do you feel you can contribute as a Board Member?

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

Do you know of any reason why you would not continue to be a member of  
TopMark Federal Credit Union during the next three years?

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

**Candidate Statement**

Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of the TopMark Federal 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 perform 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 TopMark Federal Credit Union Board Member.

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

Each member of the TopMark Federal Credit Union (TFCU) 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 TFCU. The Board shall be responsible for the general oversight and final decision-making authority over the affairs, funds and records of TFCU in accordance with applicable law, the Articles and the Bylaws.

### **Basic Responsibilities:**

1. Make strategic decisions regarding the course of action for TFCU by establishing goals, objectives, formulating policies and approving services.
2. Review all policies annually
3. Hire, and evaluate TFCU President.
4. Approve pay practices and benefits for TFCU CEO with guidance from the CUES Benefit Survey.
5. Participate in committees as appointed by the Board Chair.
6. Ensure TFCU meets all federal and state regulations and guidelines.
7. Maintain, review and update TFCU Bylaws.
8. Maintain the confidentiality of all TFCU 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.
2. Thoroughly review Board information prior to each Board Meeting
3. Fulfill yearly 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 TFCU.
2. Must be at least 18 years of age.
3. Must be a member of TFCU for three (3) months.
4. Must be bondable by TFCU Fidelity Bond Company.
5. Must authorize a Criminal Background 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.). TFCU will make available the appropriate training to enhance the financial knowledge of the Board member.
2. Education programs designed for the Board of Directors that are sponsored by the League or other association that the Board Chair feels necessary.

### **Required Meetings:**

1. Monthly Board Meeting- currently held on the third Wednesday of each month in TFCU Cridersville branch. The meeting begins at 4:30 p.m. and lasts approximately 1-2 hours. Each director must attend a minimum of nine regular monthly Board Meetings per year. Attendance via a conference call is allowed. If more than three meetings are missed, the Board Chairperson will contact the Board Member to discuss absenteeism.
2. Annual Meeting of the membership: generally held in March or April.
3. Annual Planning Session: an afternoon-evening session.
4. Other assigned committee meetings. Meetings vary depending on the specific committee.
5. Exit reviews by examiners are not required, but attendance is highly recommended.

### **Personal Liability:**

TFCU carries Directors' and Officers' Liability Insurance. This policy protects TFCU'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 TFCU 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.)