



## APPLICATION FOR NOMINATION

### **DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

In applying for the position of a Director on the Board of Directors of Heritage Valley Federal Credit Union (HVFCU), you are committing to serve the Board as a voting member, develop policies, procedures, and regulations for the operation of the HVFCU; and to monitor finances of the Credit Union, its products and performance. You agree to fulfill all of the obligations, contained below, and will immediately resign your position should you be unable to fulfill the duties and responsibilities of the position. You need to fully understand your fiduciary responsibility that will be entrusted to you and you will perform the duties to the best of your abilities.

The term of your appointment is three years from the annual meeting.

Expected Meeting attendance:

- Regularly attend meetings as scheduled, at the minimum 12 per year or as deemed necessary.
- Participate in committees of the Board as appointed
- Attend Board workshops and other training opportunities if possible.
- Attend the Credit Union annual meeting and other special events as needed.
- Attend strategic planning sessions as scheduled.

Obligations:

- Establish policy
- Select, appraise (annually), and support the President/CEO
- Monitor finances and assure financial soundness
- Develop, monitor, and update long-range plans
- Assure that products and services meet the needs of the members
- Keep current with all regulations, policies, and trends in order to make sound critical decisions.
- Report immediately to the Chairman any conflicts of interest that would prohibit you from fulfilling all of your duties and responsibilities as a Director.

Specific Duties:

- Attend meetings
- Be well informed on agenda items in advance of meetings
- Listen respectfully to others points of view
- Participate in open exchange of ideas
- Participate in decision making
- Represent the Credit Union in a positive manner to the public and to members
- Educate yourself about the needs of the members served by the Credit Union
- Participate in training events to increase your knowledge to better serve the membership.

ELIGIBILITY REQUIREMENTS:

1. Candidate must meet the minimum age requirement of 18 years as of the election date and be a member in good standing, defined as follows:



- \$50 minimum balance in savings.
  - No delinquent loans.
2. Candidate should be prepared to attend monthly board and periodic committee meetings if elected. A director may be removed due to lack of attendance and his/her candidacy for a subsequent term may be rejected.
  3. No employee or relative of an employee of our Credit Union shall be allowed to run for any elected office.
  4. All officials and employees of other financial institutions will be prohibited from running for elective office of this credit union to avoid conflict with Part II of the NCUA Rules and Regulations, which prohibits "Management Official Interlocks."

### **DUTIES AND RESPONSIBILITIES OF THE SUPERVISORY COMMITTEE**

In applying for the position of a Supervisory Committee member of Heritage Valley Federal Credit Union (HVFCU), you are committing to participation in an oversight committee which is appointed annual by the HVFCU Board of Directors. This committee is made up of 3 or 5 members who desire to ensure that the records of the Credit Union are maintained properly, honestly and accurately. You agree to fulfill all of the obligations contained below to the best of your abilities and will immediately resign your position should you be unable to fulfill the duties and responsibilities of the position.

The term of your appointment is for one year, beginning after the Credit Union's annual meeting and ending at the next annual meeting, unless reappointed by the Board of Directors for another term. HVFCU's annual meetings take place in April of each year.

#### Obligations:

- Hiring of an accounting firm to conduct an annual audit of HVFCU's books
- Verification of members accounts
- Report findings to the Board of Directors

#### Specific Duties:

- Attendance at regularly scheduled meetings; usually one per month
- Review the minutes of Board meetings
- Surprise cash counts
- Random review of loan files
- Evaluation of security systems
- Verification of bank reconcilements
- Review Credit Union operation
- Ensure adherence to approved policies
- Handle member complaints and questions

#### Eligibility Requirements:

1. Minimum age is 18 years and a member in good standing
2. Regular attendance at scheduled meetings
3. Not employed by HVFCU or related to any employee of HVFCU

POSITION APPLYING FOR:      Board of Director              Supervisory Committee



APPLICATION PROCESS:

1. Complete, print and sign the following application. For board positions only: submit to HVFCU at least 120 days before the Annual meeting (usually held in April) to be considered by the nominating committee. Any member meeting the eligibility requirements, but not nominated by the committee, may use the petition process as an alternative method of getting your name on the ballot. You will need to submit a head shot of yourself for the election process. If you do not have a photo, our Marketing Department can take one for you.
2. All the above materials can be dropped off or mailed to: Heritage Valley FCU, Attn: Nominating Committee Chairman, 2400 Pleasant Valley Road, York, PA 17402.
3. If you have any questions regarding the nominating procedure, contact the Credit Union 717-840-4981.

Please answer all questions:

Name(Last, First, Middle Initial)

Home/Mobile Phone

Fax Number

E-Mail Address

Business Phone

Employer

Position/Title

Department

Do you have a relative(s) that works for the credit union?      Yes      No

**IF YES, you are ineligible to apply**

LIST ANY CREDIT UNION COMMITTEES (INCLUDE DATES) YOU HAVE SERVED ON, (HVFCU OR OTHER):



LIST ANY OTHER EXPERIENCE (INCLUDE DATES) RELATED TO THE FINANCIAL / BANKING INDUSTRY:

LIST ALL OTHER COMMUNITY SERVICE OR CHARITABLE ORGANIZATIONS YOU HAVE BEEN INVOLVED WITH. INCLUDE LENGTH OF SERVICE AND ANY OFFICES OR POSITIONS HELD WITH SUCH ORGANIZATION:

The Following 2 Questions are for Board Member Applicants Only:

**Q&A**

The "Questions and Answers" section below is intended to provide members with a better understanding of the skills and strengths that you would bring to the credit union if elected to office. Answers to the following questions must be limited to 75 words or less per question. All answers are to be reprinted verbatim. If an answer is more than 75 words, the credit union reserves the right to edit your information to comply with the 75-word requirement.

**Question 1:** If elected, what assets (i.e. skills, expertise, etc.) would you bring to the Board of Directors, and how would these benefit the Credit Union and its members?



**Question 2:** If elected, what would be your primary focus for the year as a member of the Board?

**COMMITMENT TO HOLD OFFICE:**

By signing below,

1. I certify that I have read and meet the above "ELIGIBILITY REQUIREMENTS".
2. I certify that I have read the attached "DUTIES AND RESPONSIBILITIES" and understand that this is a non-paying, volunteer position.
3. I pledge that if elected or appointed, I will carry out the responsibilities to the best of my abilities and work for the betterment of Heritage Valley Federal Credit Union.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address:

Daytime Phone Number