



## **United Credit Union Board of Director Candidate Application Packet**

Please read through this application packet carefully. You'll find information that will help you understand the process to apply as a nominee, application deadlines, required meetings, required education and Directors responsibilities.

### **Nominee Application Procedures:**

Please fill out the attached application in full, sign, and return it along with a short (half page) biography and picture of yourself to any United Credit Union office or mail to:

United Credit Union  
Attn: Mario Aguirre  
4444 S. Pulaski Rd.  
Chicago, IL 60632

**Return the signed Application and short biography by February 15, 2024**

**If you don't have a current picture contact the marketing department to arrange to have a picture taken at the credit union.**

### **General Duties of Directors:**

This document provides general information about directors' duties, specifically focusing on the financial skills requirement by the National Credit Union Administration (NCUA). The following are six key provisions:

1. The board of directors is responsible for the general direction and control of a credit union. The board may delegate operational functions to management, but not the responsibility for the credit union's direction.
2. A director must carry out his or her 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.
3. A director must administer the affairs of the credit union fairly and impartially and without discrimination in favor of or against any particular member.

3. A director must have at least a working familiarity with basic finance and accounting practices, including the ability to read and understand the credit union's balance sheet and income statement and the ability to ask, as appropriate, substantive questions of management and auditors.
4. A director must direct the operations of the credit union in conformity with the Federal Credit Union Act, NCUA's Rules and Regulations, State of Illinois Laws, other applicable laws, and sound business practices.
5. A director may rely on information prepared or presented by employees or consultants the director reasonably believes to be reliable and competent and who merit confidence in the particular functions performed.

### **Basic Financial Skills Required**

The board of directors is charged with the general direction and control of the institution. Credit unions, however, are not like many other commercial entities in that they do not produce observable physical goods or services. Instead, credit unions receive deposits from the membership and, in turn, lend or invest these funds. The key measure of the credit union's success or failure is its financial statements. As such, a director must understand these financial statements to participate in a meaningful manner in the direction and control of the institution.

Accordingly, to be an effective director, an individual must have a certain base level of financial skills, consistent with the size and complexity of the credit union operation they serve. At a minimum, directors must have the ability to read and understand the credit union's balance sheet and income statement. If directors do not have the requisite skills when elected or appointed, they must obtain these skills in a timely manner.

### **What a Director Should Know**

At a minimum, a director should be able to examine the credit union's balance sheet, income statement and be able to answer the following questions:

- What does this line item mean? Why is it important to the credit union?
- Is the value of the line item changing over time? If so, what does that change (either positive or negative) mean?
- Is the change important to the credit union?

A director must understand the specific activities in which his or her credit union engages. In particular, a director must understand not only how these activities generate revenue for the credit union but also, and perhaps most importantly, the various risks associated with these activities that could lead to financial loss.

To do their job in a meaningful manner, it is essential that directors understand the risks found in depository institutions -- that is, credit, liquidity, interest rate, compliance, strategic, transaction, and reputation risk. Moreover, directors must understand the internal control structures at the credit union that limit and control these risks.

## **Education Requirements**

- All newly elected Directors shall be required to pass the beginning six core Volunteer Achievement Program (VAP) courses in the first year of their term, unless they have previously passed them during another term.
- Continuing directors shall be required to pass at least one additional VAP (Volunteer Achievement Program) module each year; (year being defined as annual meeting to the next annual meeting). Any Director failing to pass their required courses shall be excluded from nomination for additional terms by the Nominating Committee
- Additional Regulatory training shall be provided to Directors at least once annually.
- Additionally, a director shall be required to attend at least one (1) National Conference during his/her three (3) year term. An exception to this rule shall be granted where a director is in the third year of his/her term and has given notice to the board that he/she will not be seeking re-election.

## **What You Can Expect as a Board Member**

If you are elected to serve as a Director, you can expect to spend several hours each month preparing for and attending meetings. In addition, you will be expected to attend United Credit Union's annual Strategic Planning Meeting.

- Attend regular monthly Board meetings which shall be held on the third Saturday of each month, or as otherwise determined by Board.
- Actively serve on one or two standing committees
- Attend workshops and special meetings
- Actively promote the Credit Union
- Familiarize yourself with the services, policies and procedures of the Credit Union
- Complete educational programs as required by Board policy or Regulators
- Set a good example as to standing in the community, financial responsibility and integrity
- Directors are expected to use the many services offered to members

## **Other Important Things to Know**

There are several criteria for becoming a United Credit Union volunteer:

- You must be at least 18 years of age
- You are required to be a United Credit Union members in good standing, meaning a member who has never caused the credit union a loss, nor abused any services of the credit union.
- You will receive no compensation for your service, although United Credit Union will reimburse you for approved expenses incurred in serving as a volunteer.
- You should be a good money manager yourself.
- Must have a good credit history and no criminal convictions
- Your primary duty is to serve the membership. In this regard you make decisions that are good for the credit union and all members, regardless of how those decisions may affect your personal situation.



**United Credit Union  
Board of Directors Candidate Application**

**Personal Information**

Name (First MI Last): \_\_\_\_\_ United CU Account Number: \_\_\_\_\_

Home Address (City, State, Zip): \_\_\_\_\_

Personal Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

**Please indicate the highest level of education you have completed:**

HS Diploma

Undergraduate Degree

Master's Degree in: \_\_\_\_\_

Other Professional Certifications: \_\_\_\_\_

**Questionnaire**

1. Why are you interested in serving as a United Credit Union board member? \_\_\_\_\_  
\_\_\_\_\_
2. Describe particular skills, experience, knowledge, or strengths you would bring to United CU. \_\_\_\_\_  
\_\_\_\_\_
3. Please list current or former volunteer positions you've held, including with United CU or any other credit union, financial institution, or community group. \_\_\_\_\_  
\_\_\_\_\_
4. What would you recommend United CU consider to better serve the interests of members? \_\_\_\_\_  
\_\_\_\_\_
5. Please describe the role you see yourself playing as a United CU board member. \_\_\_\_\_  
\_\_\_\_\_

6. What other accomplishments or activities do you feel contribute to your qualifications for seeking a position on United CU? \_\_\_\_\_  
\_\_\_\_\_
7. Do you have a business relationship with United CU such as a vendor or do you hold a position with any other organization that might pose an actual or apparent conflict with interests of United CU - other than your credit union account relationships? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
8. Do you have a business or family relationship with any officer, director, associate director, or employee of United CU? If so, please describe the relationship. \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever declared personal bankruptcy? If yes, please provide the relevant case number(s) and date of filing. \_\_\_\_\_
10. Have you ever been convicted of a felony? If yes, please provide the nature of the conviction(s), date and location of arrest(s), and relevant case number(s). \_\_\_\_\_  
\_\_\_\_\_

**Your Bio**

**On a separate document please complete a short (half page) biography about yourself and a picture. If you don't have a current picture we will arrange for one to be taken. Your information along with the questions/answers above may be posted for public viewing. We reserve the right to edit content due to length and appropriateness.**

**Signature**

I hereby submit this application for the purpose of becoming a nominee for United Credit Union Board of Directors. I have read the information contained in this application and understand that I assume a significant responsibility if I am selected to serve as a United Credit Union Director. I certify that all information contained in this application is correct to the best of my knowledge and belief. I further authorize United Credit Union to obtain a credit report from a credit reporting agency in order to evaluate my fitness to serve as a Director, and that said report will only be reviewed by members of the United Credit Union Board of Directors and President/CEO of the credit union. I acknowledge that if I am accept as a candidate for the Board of Directors, such position is for a three-year term.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date