

## Primary duties and responsibilities

Members of the Heartland Credit Union Board of Directors report to the general membership of the credit union, while the collective Board supervises the CEO. The Board maintains the general direction and control of the credit union, including:

- Guiding the organization to fulfill its purpose.
- Setting the plans and governance policies which guide the affairs of the credit union.
- Ensuring those plans and policies are properly implemented by following the credit union charter, bylaws, all applicable federal and state laws and sound business practices.

## Expectations of board members

To achieve these objectives, members of the Heartland Credit Union Board of Directors are expected to:

- Attend monthly meetings, typically two per month
  - Third Tuesday of the month at 11:30 a.m. via Webex
  - Fourth Tuesday of the month at 5 p.m. in-person
- Prepare for meetings in advance by reviewing meeting materials
- Maintain confidentiality for issues that are sensitive in nature
- Devote whatever time is necessary to perform the normal duties of the Board.
- Be knowledgeable about the general community and services available.
- Be familiar with the Director's Policy Manual.
- Be able to deal effectively with conflict.
- Communicate effectively and promote teamwork.
- Complete required education assignments, when necessary.

## Documentation needed for application

- Resume
- Board of Directors Application

## Biographical

Full Name:	Date of Birth:
Address:	City:
State:	Zip:
Phone:	Email:

## Credit Union

Are you a member of Heartland Credit Union: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a member of any other credit unions: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list each and date joined:
Have you been on the board of directors for any other business or organization: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list each and dates served:
Do you know of any reason that you would not continue to be a member of this credit union during the next three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
Do you have any relatives presently employed with Heartland Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name and relationship:

## Community Service

Please give names or organizations, position held dates and a brief description of duties, responsibilities or experience and a reference for each:	
<b>With a credit union or cooperative?</b>	
Name:	Position:
Dates (From – To):	Reference:
Duties, responsibilities or experience:	
<b>With any other type of financial institution?</b>	

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Name:	Position:
Dates (From – To):	Reference:
Duties, responsibilities or experience:	
<b>With any service organization? (United Way, Boy/Girl Scouts, Red Cross, etc.)</b>	
Name:	Position:
Dates (From – To):	Reference:
Duties, responsibilities or experience:	
<b>With any other community or political entities?</b>	
Name:	Position:
Dates (From – To):	Reference:
Duties, responsibilities or experience:	

### Personal Statement

State your reasons for wanting to be an associate director and why you believe you are qualified:
How do you feel you can contribute to the success of Heartland Credit Union as a member of the board?

### **Experience and Skills**

Competencies	No Experience	Limited Experience	Experienced	Highly Competent
Finance/Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Talent Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory/Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification**

I certify that the information contained within the Board of Directors Application is true and complete to the best of my knowledge. I hereby authorize Heartland Credit Union and its chosen vendor to obtain credit reports and bondability checks to determine my suitability and qualification for a position on the Board of Directors.

I certify that having fully read the enclosed materials, I have the time and resources to fulfill the responsibilities and commitments of the role of associate director:  Yes  No

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