

## **SAMPLE CREDIT UNION ASSOCIATE DIRECTOR PROGRAM**

**OBJECTIVE:** To provide a structure as adopted by the Board of Directors for ensuring that potential members of the Board of Directors receive adequate preparation to perform successfully and contribute significantly. These potential Board members shall be called Associate Directors.

1. Applicants must complete the application for consideration as an Associate Director (AD).
2. Applications will be reviewed by the CU management and presented to the Associate Director Committee for consideration if they meet the minimum requirements. The Associate Director Committee will be comprised of the Chairman and two other members of the Board.
3. Applicants will be interviewed in person by the Chairman and/or members of the Associate Director Committee prior to making any final recommendation/decision.
4. ADs will be appointed by the Chairman, in conjunction with the Board of Directors. ADs will serve for a term of one year. They will serve at the will of the Chairman and may be appointed to serve renewable one-year terms.
5. Individuals selected to serve as ADs will attend the New Board Member Orientation prior to attending his/her first official board meeting.
6. There will be not more than three Associate Director Positions authorized to serve on the Board.
7. Vacant AD positions will be filled as deemed necessary. ADs may be appointed from a pool of qualified applicants that were previously interviewed or from new qualified applicants.
8. ADs serving in their second or subsequent term as a volunteer may attend one selected in-state credit union conference or educational function, if approved.
9. ADs serving in their third or subsequent term as a volunteer may attend one selected out-of-state credit union conference or educational function, if approved.
10. ADs missing three or more Board meetings during their term will be dismissed, unless the absences are approved by the Board.

Associate Directors (ADs) will be non-voting members of the Board. ADs will be encouraged to participate in board discussions, but will not vote on matters coming before the Board for action and may not attend Executive sessions of the Board.

Associate Directors failing to meet the minimum requirements noted in this program, or failing to safeguard the confidentiality of members' information as required, or failing to maintain the highest standards of ethical conduct will be released.

Associate Directors will be given an opportunity to see what the Director position entails before they make a full commitment to possibly becoming a regular Director and to show firsthand that they are qualified to perform in the expected capacity. To accomplish this, they will be provided with:

- An orientation program/briefing
- Materials to review, study and understand regarding credit union operations
- A copy of the "Credit Union Directors Handbook" with which they should become thoroughly familiar

Associate Directors will be expected to:

- Attend and participate in Board meetings
- Accept committee assignments and work on important projects
- Keep the same confidentiality of individual member's records and other credit union information as regular Directors and SAMPLE Credit Union staff
- Attend special meetings and training seminars or workshops as designated by the Chairman and provide feedback to the Board, as applicable
- Complete the Volunteer Achievement Program (VAP) offered by CUNA and become certified at the basic level

**SAMPLE FEDERAL CREDIT UNION**  
**ASSOCIATE DIRECTOR REQUIREMENTS AND ATTRIBUTES**

Listed below are the minimum requirements and attributes for consideration for the voluntary position as an Associate Director of the SAMPLE Credit Union.

**Requirements:**

1. Must be a member in good standing of SAMPLE Credit Union for a period of at least twelve (12) consecutive months.
2. Must have at least one year of business/work experience. A college degree in Finance, Business Administration, or related studies may be substituted for the required work experience.
3. Must be able to attend monthly Board Meetings and Committee Meetings, as applicable. Board meetings are usually held at 11:00 am on the third Thursday of each month and generally last at least one hour, depending on the material to be covered.
4. Must be capable of and willing to serve as a volunteer on the Board of Directors, if selected.

**Attributes:**

Serving as a member on the Board of Directors of SAMPLE Credit Union is voluntary. As such, candidates should possess the following attributes:

1. Ability to work well with other team members
2. Commitment
3. Willingness to serve

**Obtain an Application:**

To learn more and receive an application, contact