

# RESPONSIBILITIES OF A DIRECTOR FOR COMMUNITY CHOICE CREDIT UNION

1. Attend monthly Board meetings. Normally held on the third Monday evening of each month. (approximately two hours per month)
2. Actively serve on two or three standing committees, (approximately five to fifteen hours per year-varies by committee.) Meetings are usually held during the lunch hour and last anywhere from an hour to an hour and a half or may be held electronically.
3. Attend workshops and special meetings. (approximately five to twenty hours per year)
4. Education;

1. Volunteer Achievement Program (VAP)

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 (not first-year term) 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); unless a director has taken all VAP's available.

Directors may, at their discretion take an additional three courses in their first year and any Director may take additional VAP courses in succeeding term years of up to six per term year. Any Director failing to pass their required courses shall be excluded from nomination for additional terms by the Nominating Committee

2. Other Continuing Education

Additional training shall be provided to Directors at least once annually. Topics may include, but are not limited to, Credit Union Financial Analysis, Asset Liability Management and Regulatory Compliance. This training shall be considered a required attendance meeting as per policy I, C, 1.

Attendance at this training may be waived for a Director who attends at least one of the following: Iowa Credit Union League Annual Convention, Iowa Credit Union League Critical Issues conference, other Iowa Credit Union League educational sessions that may be scheduled, Credit Union Executive Society (CUES) Conference/Seminar, and Directors Educational Forum (DEF) Conference/Seminar. Other courses by CUNA and Affiliates, League or other entity must be approved by the President/CEO.

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.

Other courses by CUNA and Affiliates, League or other entity must be approved by the

President/CEO.

Directors are encouraged to attend the Iowa Credit Union League Annual Meeting and Expo, generally held in September of each year. The location of the conference rotates between Des Moines and another city in Iowa, and includes educational sessions, business meetings and vendor displays. This is usually held on a Wednesday evening, and all day Thursday and Friday.

5. Actively promote the Credit Union. Familiarize yourself with the services, policies and procedures of the Credit Union. 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.
6. Answer inquiries from Credit Union members or prospective members concerning the Credit Union.
7. Complete educational programs as required by Board policy or Regulators.

Return the Questionnaire to any credit union office, attention Kathy Carlson or mail to Kathy Carlson, 6163 NW 86<sup>th</sup> St., Suite 105, Johnston IA 50131, by January 12, 2018.

**A meeting will be held for Candidates running for the Board of Directors on Wednesday, January 17, 2018 at 5:45 p.m. at the Credit Union Administration Building at 6163 NW 86<sup>th</sup> St., Suite 105, Johnston, IA. You are expected to attend this meeting. Failure to attend this meeting could result in your name not being placed on the ballot, unless the Nominating Committee grants you an excused absence in advance.**

**Elections will be held at the annual business meeting between 9:00 a.m. and 10:00 a.m. on Saturday, March 3, 2018 at the Hilton Garden Inn, 8600 Northpark Dr, Johnston, IA 50131(entrance on South side of building).**