



2012 CANDIDATES' INFORMATION SHEET Veridian Credit Union

Thank you for your interest in your credit union and considering the opportunity to run for the Veridian Board of Directors. To inform you of our election procedures, eligibility requirements, and time commitment, we have prepared the following information.

NOMINATION PROCEDURE. In order for your name to appear on the ballot, pages 4 and 6 in this packet, and a short biography, must be completed, signed and returned to one of the following people by 5:00 p.m. on Friday , February 10, 2012.

- Kim Fettkether
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Kim Fettkether, 1827 Ansborough Ave, Waterloo, IA 50701
Phone: 319-236-5604
- Justin Mager
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Justin Mager, 5805 Rockwell Dr NE, Cedar Rapids, IA 52402
Phone: 319-743-6470
- Shelly McGill
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Shelly McGill, 1201 S Ankeny Blvd, Ankeny, IA 50023
Phone: 515-289-5584

We do not accept nominations from the floor. The meeting will be held Saturday, April 21, 2012 at 1:30 p.m.

CANDIDATES MEETING. A meeting of all candidates will be held on Thursday, March 15, 2012, beginning at 5:00 p.m. at the Waterloo office of Veridian Credit Union, located at 1827 Ansborough Avenue. All candidates are expected to attend. At this meeting we will discuss board member responsibilities, time commitment, campaigning policies, and Election Day procedures.

ELIGIBILITY. You must be at least 18 years of age to serve as a Veridian director. There are three credit union policies for you to be aware of as you consider being a candidate. They are:

- Board/Employee Relationships.** No director may serve if there is a member of his/her immediate family employed by the credit union. This includes the following relationships: spouse, parent, brother, sister, child, grandparent and grandchild. The term "family" includes in-law relationships. The purpose of this policy is to eliminate any conflict of interest.
- Member in Good Standing.** A member in good standing is defined as a member who is bondable, has not caused the credit union a loss, and has not abused share draft or ATM privileges. A candidate cannot have been declared bankrupt in the last five years. A candidate cannot have a conviction for any felony or other criminal offense involving dishonesty or breach of trust and cannot have a final judgment against him/her in a civil action upon the grounds of fraud, deceit, or misrepresentation. Candidates must fill out and sign a State of Iowa Criminal History Record Check Request form (page 6 of this packet). Staff will initiate the research of candidate's records to determine if a

member meets the above criteria. If a candidate does not meet the above criteria the candidate will be notified as soon as possible.

- C. Conflict of Interest. When matters pertaining to the specific personal interest of a Board member are discussed, the affected Board member will not engage in the discussion or participate in a vote. Also, any director who is associated with or holds a material ownership interest in another financial institution, trade or related business, shall file an annual disclosure statement.**

BOARD MEETINGS. Your credit union is one of the largest and most active in the United States. This requires you to attend many meetings during the year. For your information, the following is representative of your potential time requirements.

Regular Board Meetings. The regular meetings of your Board of Directors are normally held on the fourth Wednesday night of each month beginning at 5:30 p.m.

Special Board Meetings. If required, special board meetings are held during the year.

Special Board Workshops. There are usually one to three Board educational workshops during the year to receive information on a variety of topics.

Planning Sessions. Once a year, the board and senior management holds a planning session to chart Veridian's future progress. **This year the Board Strategic Planning Retreat will be held during the summer for three days in the Midwest. We encourage you to talk with your employer prior to applying for this position to ensure you would be excused from work for this important planning session.**

Educational Conferences. Each director is urged to attend out-of-town and out-of-state conferences to develop their skills and further their credit union knowledge. Your involvement in these conferences depends on your available time.

Committee Meetings. Each director is elected or appointed to at least one committee. Each committee meets 8-12 times per year. A listing of each committee and their primary responsibilities is attached.

Veridian's Director Attendance Policy requires a director to attend a minimum of 75% of regular monthly board meetings. Director attendance for committee meetings is based upon the frequency of the meetings. Additionally, directors are expected to attend board workshops and the annual board planning session.

EDUCATIONAL REQUIREMENTS OF DIRECTORS. Your credit union has adopted the following policy concerning educational requirements of directors:

Directors of Veridian Credit Union are committed to continuing education. (The intended result of the educational experiences is to provide knowledge for directors to lead the future of Veridian Credit Union to achieve its Mission and Vision). Veridian Credit Union supports Iowa Law that requires credit union boards to establish education and training programs to ensure that the directors possess adequate knowledge to manage the affairs of the state credit union. (Code of Iowa, Section 533.9, Directors and Officers, Item 5.f.) Veridian Credit Union recognizes both past experiences and continued education enhance a director's ability to continue to grow and learn in service to the membership.

Educational Requirements for Newly Elected Directors:

Complete the first six (6) modules of the Volunteer Achievement Program within one year of election to the board of directors. Each subsequent year, six (6) additional modules shall be completed until the director successfully completes the program.

NOTE: The Volunteer Achievement Program is a correspondence course developed by the Credit Union National Association Inc. It covers basic credit union information and tests are given on an "open-book" basis.

SALARIES AND EXPENSES. No salary, wage or compensation of any kind is paid to any board member. The credit union does pay actual expenses of the director for travel, lost time and other reimbursable expenses according to board policy.

TIME AWAY FROM YOUR JOB. Some committee and board duties will call for you to spend time at the credit union office that takes you away from your job. We urge you to talk to your employer prior to submitting your application.

CAMPAIGNING.

- A. Credit Union Property. Candidates are restricted from campaigning on credit union property. This includes personal contact and handouts.
- B. Rules for campaigning on Election Day will be covered at the Candidates Meeting.

WITHDRAWAL PROCEDURE. In the event you submit your application and then wish to withdraw as a candidate, please contact Kim Fettkether at (319) 236-5604 by March 2, 2012, or your name will appear on the ballot.

CALL ON US. If you have any questions feel free to call:

Elizabeth Caven	Co-Chair	Phone: (319) 236-5604
Paul Gengler	Co-Chair	Phone: (319) 236-5604
Renee Christoffer	Staff Liaison	Phone: (319) 236-5607
Kim Fettkether	Assistant to the President	Phone: (319) 236-5604



**BOARD OF DIRECTORS
CANDIDATE FORM**

Please complete the following information and please submit a short biography (100 words maximum).

NAME: _____

CREDIT UNION ACCOUNT (Member) NUMBER: _____

EMPLOYER: _____

OCCUPATION: _____

HOME STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

- I. **Director Requirements.** A copy of the director’s job description, which describes the duties, responsibilities and qualifications, is attached. **PLEASE REVIEW AND RETAIN THIS JOB DESCRIPTION FOR YOUR RECORDS.**
- II. **Biographical Information.** In a separate document please create a 100 word or less bio about yourself. You can use the questions below to assist you. The word limit is 100. (Veridian Credit Union reserves the right to edit the résumé content due to length, appropriateness, etc.)
 - 1. Why are you seeking a seat on the Veridian Credit Union Board of Directors?
 - 2. What is your work history?
 - 3. Do you have experience with volunteer boards or organizations?
 - 4. Have you received industry, military, civic, or volunteer awards or recognitions?
 - 5. What is your educational background?
 - 6. What other accomplishments or activities do you feel contribute to your qualifications for seeking a position on the Veridian Credit Union Board of Directors?
- III. **Would you like to list your city and state of residency with your biographical information on the sample ballot, ballot and web site?**
 - Yes
 - No
- IV. **Complete and sign the State of Iowa Criminal History Record Check Request Form** (page 6).
- V. **Professional Photo.** Please submit a professional head and shoulders photo of yourself to be used on the ballot and the web site. An original photo and an electronic version can be submitted.

SIGNATURE: _____ Date _____

In signing your name, you are certifying your intention to be a candidate for the Board of Directors of the Veridian Credit Union, that all information is true and correct, that you meet all the ‘Eligibility Requirements’ (listed on page 1) and that the Veridian Credit Union staff may verify any information you have provided.

In order for your name to appear on the ballot, this signed résumé must be returned to Kim Fettkether at Veridian Credit Union, 1827 Ansborough Avenue, Waterloo, IA 50701, by mail at P.O. Box 6000, Waterloo, IA 50704-6000, or email to administration@veridiancu.org by 5:00 p.m. on February 10, 2012.

- Kim Fettkether
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Kim Fettkether, 1827 Ansborough Ave, Waterloo, IA 50701
Phone: 319-236-5604
- Justin Mager
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Justin Mager, 5805 Rockwell Dr NE, Cedar Rapids, IA 52402
Phone: 319-743-6470
- Shelly McGill
Email: administration@VeridianCU.org
Mailing Address: Veridian Credit Union, Attn: Shelly McGill, 1201 S Ankeny Blvd, Ankeny, IA 50023
Phone: 515-289-5584



STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: _____
(if applicable)

To: Iowa Division of Criminal
Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: Veridian Credit Union/Kim
Fettkether
1827 Ansborough Ave
Waterloo, IA 50701
319-236-5604
Phone: 319-236-5668
Fax: _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<p style="text-align: center;"><u>Iowa Criminal History Record Check Results</u></p> <p>As of _____, a search of the provided name and date of birth revealed:</p> <p><input type="checkbox"/> No Iowa Criminal History Record found with DCI</p> <p><input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____</p> <p style="text-align: center;">DCI initials _____</p>	<p>(DCI use only)</p>
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COMMITTEES

Veridian Credit Union

ANNUAL MEETING COMMITTEE (appointed.) The Annual Meeting Committee oversees the annual meeting and the annual board election process, excluding the counting of ballots.

AUDIT COMMITTEE (elected). The responsibilities of the Audit Committee are to ensure the financial condition of the credit union is accurately and fairly represented in its financial statements, while protecting and safeguarding Veridian's assets by establishing and monitoring internal controls. The committee utilizes an outside audit company and internal audit staff to carry out those responsibilities.

CREDIT COMMITTEE (elected). The Credit Committee is responsible for ensuring Veridian Credit Union's sound credit policies are maintained, that loans are approved and disbursed in an efficient manner.

EXECUTIVE COMMITTEE (elected). The Executive Committee consists of the elected officers of the Board. The primary areas of responsibility are personnel, and physical facilities.

STRATEGIC PLANNING COMMITTEE (appointed). This committee is responsible for planning the annual Strategic Planning Session, monitoring the Long Range Plan and the Strategic Plan.

BOARD GOVERNANCE COMMITTEE (appointed). The Board Governance Committee recommends board education options including workshops, conferences, and new director orientation. They oversee the Potential Director's Program, Board Ambassador Program, Mentoring Program, board assessment and leadership development programs. They also oversee board technology enhancements, usage and training.

VISION COMMITTEE (appointed). One director is appointed to serve as a board representative to the Staff Vision Committee, which reviews the Vision of the credit union.

POLITICAL INVOLVEMENT COMMITTEE (appointed). One director is appointed to serve as a board representative to the Staff Political Involvement Committee, which educates the board and staff on political issues and to plan fundraising events for CUPAC (Credit Union Political Action Committee).

NOTE: Each committee's decisions are subject to approval by the Board of Directors.

**BOARD OF DIRECTORS
Veridian Credit Union**

POSITION DESCRIPTION

POSITION TITLE: Director

REPORTS TO: Membership

SUPERVISES: President/Chief Executive Officer

PURPOSE: To lead the Veridian Credit Union in realizing its mission:

"To partner with members to create successful financial futures."

To demonstrate a positive focus at all times by striving to achieve the Credit Union's Vision for the future in the performance of job responsibilities listed below:

I. Strategic Planning

- A. To plan the credit union's direction and insure its sound financial condition according to all relevant laws and regulations
- B. Actively participate in the development of the yearly goals and the long-range plan.
- C. Understand and commit to credit union philosophy and organization.
- D. Learn about all laws and regulations that affect the credit union and the impact they have on board decisions in the short and long run.

II. Policy Determination

- A. To set policies.
- B. Assist in setting policies that shape the character of the credit union by defining the extent and limitation of products and services.
- C. Insure that all policies comply with pertinent laws and regulations.
- D. Set policies that guide staff in the operation of the credit union and delegate implementation to the management staff. Help maintain the separation between these important functions.
- E. Continually review policies, remaining alert to changing conditions.

III. Meetings

- A. To actively participate in making informed decisions at all Board, Committee, Special and Annual Meetings.
- B. Be pro-active, open-minded and thoroughly informed while attending all Board, Committee, Special and Annual Meetings.
- C. Be willing to devote the time necessary to studying reports, financial information, issues to be discussed and all other material provided for board consideration.
- D. Encourage healthy discussion of all matters before the board and support the final decision.
- E. Maintain confidentiality of information discussed at meetings and support one another in keeping confidentiality a vital board value.
- F. Actively encourage a true sense of teamwork between staff and board, inside and outside of meetings.

IV. Management

- A. To hire, support and review the President/CEO.
- B. Perform all duties associated with filling the position of President/CEO: Define scope of job, approve recruitment method(s), interviewing process, final selection and salary/contract provisions.
- C. Conduct a semi-annual review of the overall performance and progress of the President/CEO in attaining goals and objectives.
- D. Foster a team environment between the directors and members of the management staff through open communication of questions and requests for information and through respect for the policy-making authority of the board versus the operational responsibility of staff.
- E. Empower the President/CEO to implement the policies of the Board and all other responsibilities associated with the position of President/CEO.

V. Credit Union Ambassador

- A. To reinforce the membership's knowledge of the credit union's strength and safety by providing accurate information, reliable referrals and a genuine sense of professional concern.
- B. Be knowledgeable of the products and services offered by the credit union in order to inform the membership and make referrals to appropriate credit union departments.
- C. Communicate with members of the credit union to become familiar with their financial needs and concerns.

- D. Serve as a trustee in the protection of members' investments in the credit union by carefully studying the financial condition of the credit union and relaying that information to the membership in laymen's terms.
- E. Maintain a positive image in the community by representing the credit union through volunteer participation in community organizations, activities and events.

VI. Professional Development

- A. To continually study and keep oneself educated on local, state and national credit union matters, and seek educational and training opportunities that contribute to the effectiveness of the position of Director.
- B. Attend educational conferences and seminars and seek information from a wide variety of sources to update skills and provide for continuous self-improvement.
- C. Complete the Credit Union National Association's Volunteer Achievement Program and Volunteer Leadership Program.
- D. Understand financial trends, reports, terms, charts, ratios, and operational objectives.
- E. Conduct a yearly personal self-assessment to identify strengths on which to build and to identify areas for improvement in skills or knowledge and adopt a plan of action for personal improvement.

QUALITIES OF A DIRECTOR

Veridian Credit Union

In the spring of 1991, the Board of Directors defined their role as a volunteer director. One of several results from that combined effort is the excellent overview that follows of skills and abilities, qualities and characteristics needed in individuals willing to make the sizable time commitment required to serve on the board. Many of these characteristics were repeated over and over again by the majority of board members.

- For those contemplating running for the board, we offer this profile as a self-evaluation to help you assess if you possess these needed traits.
- For those actively seeking prospective board members to encourage, we present this as a guideline for characteristics to look for as you consider potential candidates.
- For those currently on the board, we offer this as a personal reminder of the qualities valued by you and your fellow colleagues, as together you work to accomplish the credit union mission.

AN INDIVIDUAL WHO CAN:

- | | |
|--|--|
| - maintain confidentiality | - make good decisions |
| - remain loyal to the group | - be a team player |
| - change and be flexible | - be open minded |
| - listen to other viewpoints | - be cooperative |
| - keep a sense of humor | - be tolerant |
| - disagree and maintain respect | - compromise |
| - keep the big picture in mind | - contribute to vigorous debate |
| - set aside personal issues | - omit hidden agendas |
| - take constructive feedback | - forgive and forget |
| - give constructive feedback | - commit to credit union values |
| - control stress & emotion | - meet high standards expected |
| - let the staff do their job | - remain focused |
| - act and lead as a professional | - base decisions on facts & experience |
| - share decision-making responsibilities | |

AN INDIVIDUAL WHO IS:

- | | |
|-----------------------------|-------------------------|
| - unquestionably honest | - imaginative, creative |
| - well mannered & adaptable | - truthful |
| - sincere | - respectful of others |

AN INDIVIDUAL WHO HAS:

- | | |
|-----------------------------|----------------------|
| - a grasp of financial data | - negotiating skills |
| - problem solving skills | |



VISION FOR THE FUTURE

The Vision of the Veridian Credit Union is to:

- Make members feel important and respond to their changing needs
- Insure an environment of:
 - Trust
 - Cooperation
 - Open communication
 - Teamwork
 - Mutual respect
- Deliver a broad range of innovative, high-quality products and services
- Attract and retain high-quality employees through:
 - Best salary and benefits
 - High-quality training
 - Supportive environment where diversity is valued
- Play a vital role in enriching the community
- Maintain unquestionable financial security

In our never-ending search for improvement and a quest for excellence, we strive in every interaction with our members to

"EXCEED EXPECTATIONS"