



Dear Applicant:

Thank you for your interest in becoming a Volunteer Board Member of Granite Hills Credit Union.

Attached are the following:

- ✓ Application to Serve as a Credit Union Board Member
- ✓ Sample Candidate Statement
- ✓ Board Member Duties and Responsibilities Policy
- ✓ Official Petition for Nomination

Credit Union members may seek election to open positions for the Board of Directors:

Any member 18 years or older who is a member in good standing, and a member for at least three (3) months, **may be nominated** by obtaining the signatures of five (5)% of Credit Union membership (150 members) on the attached "Official Petition for Nomination to Granite Hills Credit Union Board of Directors".

All petitions and candidate statement information are to be returned to the Credit Union by February 28, 2015. Submission of a valid petition guarantees the applicant's inclusion as a *candidate* for a Director position.

Please direct all mail as follows:

Granite Hills Credit Union
c/o Nominating Committee
328 North Main Street
Barre, VT 05641

If dropping off the information at the Credit Union branch, please insert all forms in an envelope addressed to the "Nominating Committee".

Application to Serve as a Granite Hills Credit Union Board Member-- Biographical Data

Name _____

Address _____ Home Phone _____ Cell _____

City, State & Zip _____ E-Mail _____

Employment

Employer _____ Supervisor's Name _____

Address _____ Business Phone _____

City, State & Zip _____ Date Hired _____

Present Title & Occupation _____

Community Service

Do you now or have you ever held a position:

With any other credit union? ____ ____ *If yes, please complete the following:*
Yes No

Credit Union Name _____ Position _____ Dates _____

Description of duties, responsibilities or experience: _____

With any other financial institution: ____ ____ *If yes, please complete the following:*
Yes No

Name _____ Position _____ Dates _____

Description of duties, responsibilities or experience: _____

Any other experience you would like to share: (Ex: Church treasurer, member of organizations, etc.)

Personal Statement

Why do you wish to become a volunteer Board Member for Granite Hills Credit Union?

How do you feel you can contribute as a Board Member?

Candidate Statement

Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of Granite Hills Credit Union as part of our election process. A sample statement has been included in this packet for your reference-see below.

Certification

I certify that the information in this application is true and correct and I authorize you to investigate and verify any of the information.

I understand you to gather whatever employment information you consider necessary and appropriate.

I understand that Granite Hills Credit Union may perform a consumer credit report and a criminal background check on me as you consider necessary and appropriate.

I understand that you will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence.

I agree to serve if elected.

Signature _____ Date _____

Sample Candidate Statement

John Doe is currently an employee at Acme Engineering, where he has been the HR assistant for the past 5 years. John received his Bachelor’s Degree in Human Resources from UW Oshkosh. In his spare time he has volunteered for both Habitat for Humanity and The United Way and also enjoys fishing. He feels his involvement in the community and his work experience would be advantageous as a Granite Hills Credit Union Board Member.

Board Member Duties and Responsibilities Policy

Board Members Qualifications:

1. Must be a member in good standing with Granite Hills Credit Union.
2. Must be at least 18 years of age.
3. Must be a member of Granite Hills Credit Union for three (3) months.

Required Meetings:

1. Monthly Board Meeting: typically held on the third Thursday of each month in Granite Hills Credit Union's Board Room in our Barre office. The meeting begins at 5:15 p.m. and lasts approximately 1-2 hours. Each director must attend a minimum of 8 regular monthly Board Meetings per year. Attendance via a conference call is allowed. If more than two consecutive meetings are missed, the Board Chairperson will contact the Board Member to discuss absenteeism.
2. Annual Meeting of the membership: generally held in April.
3. Annual Planning Session: an afternoon-evening session normally held a weekday in May.
4. Exit reviews by examiners are not required, but attendance is highly recommended.

Personal Liability

Granite Hills Credit Union carries Directors' and Officers' Liability Insurance. This policy protects Granite Hills Credit Union's directors, volunteers and employees from liability arising out of their duties performed for the Credit Union.

I understand that all loans I receive from Credit Union must be approved by the Board and Supervisory Committee.

I have read and understand the Board Member Duties and Responsibilities Policy. I agree to be bound to all requirements applicable to my duties as a board member. If during my term of office I find that I cannot devote sufficient time to Granite Hills Credit Union business and fully comply with the outlined duties and requirements, I will resign.

Signature _____ Date _____

