Dear Applicant:

Thank you for your interest in becoming a Volunteer Board Member of Westby Co-op Credit Union (WCCU). The following documents are required.

- Completed & signed "Application for Nomination to the Board of Directors"
- Resume

Please understand that the application process does not guarantee nomination. The WCCU Nominating Committee will review all applications and may contact candidates for an interview before completing the nomination process, which includes recommendation of candidates to the WCCU Board of Directors. The final decision of which names to list on the ballot rests with the Board of Directors. WCCU members may seek election to open positions for the Board of Directors, in accordance with the WCCU Bylaws, via **one of the following methods:**

1. Qualifying member 18 years or older who has been a member for at least one year (12 months), may apply for nomination by submitting the "Application for Nomination to the Board of Directors" to the Nominating Committee and *must include a resume*. **All application materials are due to WCCU by Friday, December 4, 2026**.
2. Nomination by petition.

Important: On joint accounts, the first person named is a member of WCCU. A non-member named in the joint account does not have the right to vote, obtain loans, or hold office.

Please direct application materials as follows:

Mail to the address below:

Westby Co-op Credit Union
c/o Nominating Committee
501 North Main Street
Westby, WI 54667

Or email application materials to the Nominating Committee at boardinfo@wccu.coop

If dropping off application materials at a WCCU office, please insert all documents in an envelope addressed to the "Nominating Committee." If you have any additional questions regarding the application or petition process, please write to the WCCU Nominating Committee at the address above or contact the President of WCCU.

Application for Nomination to the Westby Co-op Credit Union Board of Directors

Biographical Data

Applicant Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-Mail: _____

Employment

Employer_____ Supervisor's Name _____

Address _____

City _____ State _____ Zip _____

Date Hired _____ Business Phone: _____

Present Title & Occupation _____

Primary Duties:

Financial Experience

Do you now or have you ever held a position:

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

Credit Union Name: _____

Position _____ Dates _____

Reference _____ Phone _____

Description of duties, responsibilities, or experience:

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

Financial Name: _____

Position _____ Dates _____

Reference _____ Phone _____

Description of duties, responsibilities, or experience:

Any other community 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 Westby Co-op Credit Union?

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

Do you know of any reason why you would not continue to be a member of Westby Co-op Credit Union during the next three years?

Board Member Duties and Responsibilities

Each member of the WCCU Board of Directors is elected by the membership to serve a three-year term; or appointed to complete the remaining term of a previous director. The Board is responsible for the general oversight and final decision-making authority over the affairs, funds, and records of WCCU in accordance with applicable law and the Bylaws. The board acts on behalf of the credit union and its members, not themselves.

Board Member (Director) Roles & Responsibilities

1. Collaborate with the CEO and fellow directors to formulate WCCU's strategic plan and goals.
2. Make sure WCCU maintains its sound financial condition.
3. Keep communication open to educate members on services.
4. Report to the members at the annual meeting.
5. Approve interest rates, dividends, and refunds, or approve policies to guide management in doing so.
6. Ensure adherence to pertinent laws, regulations, and sound business practices safeguarding WCCU's compliance and ethical conduct.
7. Maintain vigilance over WCCU's assets and protect against unauthorized or illegal acts.
8. Designate depositories, authorize borrowing and investing, provide for bonding and other security factors, including internal control policies and procedures.
9. Approve loan limits and savings minimum.
10. Make sure personnel policies are developed and approve them for all WCCU programs and activities.
11. Review policies and bylaws regularly and update as necessary.
12. Make sure new products and services are developed as needed.
13. Approve WCCU's budget.
14. Define the scope of the CEO's job, participate in the hiring process, and assess progress in achieving established goals and objectives.
15. Participate in monthly board meetings, exercise judgment independently from the CEO and communicate to the members at the annual meeting.

Minimum Qualifications

1. Must be a member in good standing with WCCU:
    a. Has never caused a loss to WCCU because of a delinquency or known conflict of interest.
    b. Must be able to be bonded for all activities of WCCU.
    c. Must sign the oath of office and must not knowingly and willingly violate the oath of office.
2. Must be at least 18 years of age.
3. Must be a member of WCCU for one year (12 months).
4. Must not be a paid employee of WCCU nor spouse of a paid employee of WCCU.

Other Considerations

1. On joint accounts, the person first named is a member of WCCU. A non-member named in the joint account does not have the right to vote, obtain loans, or hold office.
2. If applicant is a former WCCU employee, eligibility to be elected or appointed as a director occurs a minimum of three years from the date of their termination of employment.
3. Must not be an immediate family member of a paid employee of WCCU.

Educational Requirements

A director must have a certain base level of financial skills, consistent with the size and complexity of the credit union operation they serve. At a minimum, they must have a working familiarity with basic finance and accounting practices, including the ability to read and understand WCCU's balance sheet and income statement. They must have the ability to ask, as appropriate, substantive questions of management and auditors. If they do not have these skills when elected or appointed, they must obtain these skills in a timely manner (within 6 months from the date of election or appointment). WCCU will provide opportunities for education and appropriate training to enhance the financial knowledge of the director.

Equipment Used
Directors must be computer-literate or digitally literate (having a foundational working knowledge of computers and digital tools).

Expectations of Board Members
Experience has shown certain attributes to the success of WCCU's directorship. These attributes will help a director meet their responsibilities to the law, to the members, and to their communities. A list of attributes which a director should possess follows.

- ✓ Knows the importance of confidentiality.
- ✓ Is an active user of WCCU services.
- ✓ Possess a strong desire to Serve the Member. Cares about the welfare of members and the role of WCCU in helping them achieve their goals.
- ✓ Must carry out the duties in good faith, in a manner reasonably believed to be in the best interests of the membership, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
- ✓ Knows WCCU's history and believes in credit union philosophy.
- ✓ Gives the time and effort necessary to perform the duties of director.
- ✓ Has the ability to comprehend and learn business concepts and procedures.
- ✓ Prepares for, attends, and participates in all board meetings, planning sessions and assigned committees. Thoroughly review board information prior to each board meeting.
- ✓ Disclose possible conflicts of interest and refrain from voting on issues related to the conflict.
- ✓ Cooperates with other directors and supports majority decisions.
- ✓ Is objective and exercises independent judgement.
- ✓ Welcomes new ideas, is imaginative, and willing to lead.
- ✓ Has the ability to analyze and evaluate the soundness of alternative strategies.
- ✓ Is aware of their important responsibilities.
- ✓ Constantly seeks self-improvement.
- ✓ Is enthusiastic about the board duties and the prospect of serving the members.
- ✓ Is forward-thinking and seriously concerned with what the credit union will be doing five, ten, and more years ahead.
- ✓ Is aware of state and federal political issues regarding the credit union movement.

Required Meetings:
1. Monthly Board Meeting
2. Annual Meeting of the membership, generally held in Spring.
3. Annual Strategic Planning Session: a three-day off-site session normally held in the summer.
4. Other assigned sub-committee meetings, which vary depending on the specific committee.
5. Exit reviews by examiners.

Management Liability Insurance:
WCCU carries insurance protecting WCCU's directors, officers, volunteers, and employees against lawsuits related to management of the credit union.

Compensation
A WCCU director is a voluntary, non-paid position. Directors may receive compensation for out-of-pocket expenses incurred as a result of service as a director in accordance with the WCCU Bylaws.

Application for Nomination to the Westby Co-op Credit Union Board of Directors

Certification

1. I am bondable. In other words, able to be insured as trustworthy with money and other important role-related obligations under a bond or surety agreement. The insurance company conducts a background check to determine whether an individual is likely to conduct unlawful actions.
2. I authorize WCCU to conduct an investigation into my credit history. I agree to resign from the board of directors should this investigation indicate an inability to manage personal and/or business financial responsibilities and obligations.
3. I have never filed a petition in bankruptcy. In the event I should ever file a petition in bankruptcy, I will immediately resign from the board of directors.
4. I have never caused WCCU a loss due to non-payment of financial obligations.
5. I agree to hold all information gained in performance of duties in strict confidence. I will not discuss anything with anyone which may be construed to have been learned in the course of business at WCCU.
6. I agree to complete training required by WCCU in a timely manner. I will become familiar with the policies of WCCU and the duties and responsibility of directors. I will also keep informed on WCCU business and regulations.
7. I agree to prepare for, attend and participate in regular and special board meetings and committees.
8. I am able and willing to learn the appropriate financial aspects of WCCU in order to make sound decisions.
9. I agree to disclose any potential conflicts of interest and will abstain from voting on any issue which may be construed as a conflict of interest.
10. I will cooperate with other directors and support majority decisions.
11. I have read and understand the *Board Member Duties and Responsibilities* (pages 4-6).
12. I will be responsible for helping to set policy, but I will not be involved with day-to-day operations.

I certify that the information in this application is true and correct and I authorize Westby Co-op Credit Union to investigate, verify any of the information and to gather whatever employment information deemed necessary and appropriate. I understand that WCCU will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence. I do hereby indicate my intention to serve on the Board of Directors of the Westby Co-op Credit Union and acknowledge I have read and accept/affirm (as applicable) the conditions listed above (pages 4-6). I agree to be bound to all requirements applicable to my duties as a board member.

Signature _____ Date _____

I have included the following required application materials:

☐ Application

☐ Resume