



**ASSOCIATE DIRECTOR APPLICATION AND
INFORMATION PACKET
2025**



2025 Associate Director Candidate Information Packet

Thank you for expressing interest in running for the Veridian Credit Union Board of Directors as an **Associate Director**. To inform you of our election procedures, eligibility requirements, and time commitment, we have prepared the following information for your review.

NOMINATION PROCEDURE: For your name to appear on the ballot as a candidate for Associate Director, pages **4-7** in this packet must be completed and signed, in addition your resume, a photo, and a short biography should be provided. All items must be returned to Jaci Hamlett at Veridian Credit Union, 1827 Ansborough Avenue, Waterloo, IA 50701 or by email to **administration@veridiancu.org** by **5:00 p.m. on Wednesday, January 22, 2025**. We will not accept nominations from the floor at the Virtual Annual Meeting.

The Annual Meeting to elect Directors and Associate Directors will be held Tuesday, April 22, 2025, at 5:00 p.m. All candidates are expected to attend virtually.

CANDIDATES MEETING: A meeting of Associate Director candidates will be held virtually on **Tuesday, February 25, 2025, beginning at 5:00 p.m.** At this meeting, we will discuss responsibilities, time commitment, campaigning policies, and election procedures.

ELIGIBILITY: You must be at least 18 years of age to serve as a Veridian Director or Associate Director. Please review the full eligibility requirements listed below:

- A. Any member of the Credit Union at least 18 years of age or older, and who meets all of the requirements set forth herein, shall be eligible to be nominated as an Associate Director candidate or candidate for the Board of Directors.
- B. A member must be bondable to be nominated.
- C. A member who has caused the Credit Union to suffer a financial loss due to willful intent, negligence, violating financial obligations or being party to a lawsuit (past, present, or future) against Veridian Credit Union is not eligible to be nominated.
- D. A member who has abused share draft privileges to the point of being removed from the share draft program is not eligible to be nominated.
- E. A member who has abused automatic teller machine (ATM) privileges to the point of having their card removed is not eligible to be nominated.
- F. A member who has an immediate family member employed at Veridian Credit Union is not eligible to be nominated. Immediate relatives include spouse, parent, child, brother, sister, grandparent, grandchild, and other relatives who are members of the immediate household. The term immediate family shall be interpreted as to include equal coverage of the above designated relatives of the candidate and the candidate's spouse.
- G. A candidate or current Director or Associate Director seeking nomination cannot have been declared bankrupt in the last five years.
- H. A candidate or current Director or Associate Director seeking nomination cannot have a conviction for any felony or other criminal offense involving dishonesty or breach of trust.

- I. A candidate or current Director or Associate Director seeking nomination cannot have a final judgment against them in a civil action upon the grounds of fraud, deceit or misrepresentation.
- J. A candidate cannot be a previous employee of Veridian Credit Union who was terminated or whose resignation was requested.
- K. A candidate who is a former employee of Veridian Credit Union but is not subject to the restrictions of subsection I cannot have been employed by Veridian Credit Union within the last two years prior to the election date.
- L. A candidate may not compete with Veridian Credit Union, or have an affiliation or material interest, in any entity that offers products and services, which could be construed to be in direct competition to the primary products and services offered by Veridian Credit Union
- M. A candidate or current Director or Associate Director seeking nomination must submit to a criminal background check and credit check for purposes of verifying eligibility regarding subsections B, G-I.

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

- **Regular Board Meetings:** There will be a minimum of six regular meeting dates of the Board of Directors beginning at 5:30 p.m. on the fourth Wednesday of each month whenever possible. Meetings will be conducted in a hybrid format, meaning a combination of in-person and virtual meetings will be held. Each meeting is 1-2 hours.
- **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 discuss Veridian's future. The 2025 Board Strategic Planning Session will be Wednesday, September 24 and Thursday, September 25. 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 Associate Director is urged to attend conferences to develop their skills and further their credit union knowledge. Your involvement in these conferences depend on your available time.
- **Committee Meetings:** Each Associate Director is elected or appointed to at least one committee. Each committee meets 4-12 times per year. All committee meetings are held virtually.

ATTENDANCE: An Associate Director who misses two regular Board meetings during a year may be dismissed from office by a majority vote of the Board. Associate Directors must attend a minimum of seventy-five percent of committee meetings held during the calendar year.

EDUCATIONAL REQUIREMENTS OF DIRECTORS: Veridian Credit Union is committed to continuing education for its Directors and Associate Directors in accordance with Iowa law to ensure they possess adequate knowledge to manage the affairs of the credit union, and to provide knowledge for Directors and Associate Directors to lead the future of Veridian Credit Union to achieve its Mission and Vision. Veridian Credit Union recognizes that both past experiences and continued education enhance one's ability to continue to grow and learn in service to the membership.

SALARIES AND EXPENSES: The credit union does pay actual expenses of the Director or Associate 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, handouts, or posting on a Veridian hosted social media page (such as Facebook, X, Instagram, etc.).

B. Electronic

The following uses of technology are permitted for campaigning:

1. Personal social media sites to campaign and spread the word about running for the Board of Directors.
2. Personal candidate websites created to campaign.
3. The use of veridiancu.org in campaign materials as a way to direct members or potential members to the Veridian website.
4. The candidate can email or electronically notify friends/family regarding their candidacy for the Board of Directors.

C. No Endorsement

Candidates are prohibited from stating or implying in any way that their candidacy is endorsed by Veridian Credit Union or the Nominating Committee of Veridian Credit Union.

D. Disqualification

If a candidate violates the electronic campaigning policy, a member of the Nominating Committee is responsible to bring this to their attention. If the candidate refuses to cease actions, the Election Committee will disqualify the candidate.

WITHDRAWAL PROCEDURE: In the event you submit your application and then wish to withdraw as a candidate, please contact Jaci Hamlett at (319) 236-5604 by February 21, 2025, or your name will appear on the ballot.

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

Name	Role	Phone Number
Cynthia Buettner	Nominating Committee Chair	319-236-5604
Will Montgomery	Nominating Committee Member	319-236-5604
Aubrey Ward	Nominating Committee Member	319-236-5604
Shawna Matz	Staff Liaison – Chief People Officer	319-287-8571
Jaci Hamlett	Assistant to the President	319-236-5604



ASSOCIATE DIRECTOR APPLICATION FORM

Name: _____

Employer & Occupation: _____

Veridian Account Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Spouse First Name: _____

Driver's License Issuing Date: _____ Expiration Date: _____

Driver's License Number: _____

Email Address: _____

Education/Training: _____

School and Year: _____

Volunteer Experience:

Please list previous volunteer organizations and positions (most recent first):

Company: _____ Position: _____ Start/End Dates: _____

Company: _____ Position: _____ Start/End Dates: _____

Company: _____ Position: _____ Start/End Dates: _____

1. Please share how long you intend to serve, if elected.

3 Years

6 Years

2. Director Requirements. A copy of the Associate Director's job description, which describes the duties, responsibilities, and qualifications, is attached. **Please review and retain for your records.**

3. In your past personal or professional life, has there ever been a legal proceeding or an incident of your business judgment that could provide a perception within the membership in any of the communities we serve, that might question your being on a committee, the Associate Director program, or the Board of Directors of Veridian Credit Union? If so, please briefly explain.

4. Biographical Information. Please create a 100 word or less biography 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 biography content due to length, appropriateness, etc.

The biography will be listed on Veridian's website announcing the candidates, the online voting website, and on the sample ballot, which will be included in member's March statement.

- Why are you seeking a seat on the Veridian Credit Union Board of Directors as an Associate Director?
- Do you have experience with volunteer boards or organizations?
- What is your work history?
- What is your educational background?
- Have you received industry, military, civic, or volunteer awards or recognitions?
- What other accomplishments or activities do you feel contribute to your qualifications for seeking an Associate Director position on the Veridian Credit Union Board of Directors?

5. Complete and Sign the State of Iowa Criminal History Record Check Request Form.

Please note: if you live in a different state other than Iowa, an additional background check will be completed for that state.

6. Photo. Please submit a head and shoulders, plain background, photo of yourself to be used on the ballot and the website. An original photo or an electronic version can be submitted.

7. Resume. Please submit your current resume.

8. Anything else you wish to share about you as a candidate (i.e., interests, hobbies, experiences, etc.)?

SIGNATURE: _____ DATE: _____

*In signing your name, you are certifying your intention to have your name placed in nomination as an Associate Director candidate on the Board of Directors of Veridian Credit Union, that all information is true and correct, that you meet all the Eligibility Requirements (listed on pages 1 and 2), will accept office if elected, and that Veridian Credit Union staff may verify any information you have provided which will include cooperating with any background checks as required by Veridian Credit Union. **In addition, you confirm understanding if you do not meet the Eligibility Requirements or the minimum requirements as described in the Associate Director's Job Description Policy based on your application and supplemental information submitted, you will be promptly notified, and your name will not appear on the ballot. Partially submitted applications will not be evaluated and will be automatically removed from consideration.***

In order for your name to appear on the ballot, this signed application, photo, resume, and State of Iowa Criminal History Record Check Form must be returned to Jaci Hamlett, by mail at P.O. Box 6000, Waterloo, IA 50704-6000, or by email to administration@veridiancu.org by 5:00 p.m. on Wednesday, January 22, 2025.



Iowa Division of Criminal Investigation Criminal History Record Check Request Form



DCI Account number (if applicable)

REQUESTOR INFORMATION PLEASE WRITE CLEARLY

Name (business or individual)

Mailing address (street/PO Box, city, state, zip code)

Phone number

Fax number

Email address

I would like the results sent to me by: Mail Fax Email

I am required to have the results notarized: Yes No *for specific requirements in another country only.

SUBJECT OF REQUEST INFORMATION. Please provide all required demographic information on the form or it will be returned. Multiple names require a separate Request Form and fee.

LAST NAME (required)

FIRST NAME (required)

MIDDLE NAME (recommended)

DATE OF BIRTH (required)

GENDER M, F or Other (required)

SOCIAL SECURITY NUMBER (recommended)

RELEASE AUTHORIZATION INFORMATION: Without a signed release 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 signed release from the subject of the request. This form (DCI-77) is the only approved release authorization form for this purpose.

This response only includes public criminal history data. Under Iowa law, most juvenile records are confidential. Confidential juvenile court records cannot be included in this response. A signed release authorization is not sufficient to obtain this information from the DCI. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code 232.147(18) through the Clerk of Court. Criminal history data concerning convictions for certain juvenile sex offenses can be found online through the the Iowa Sex Offender Registry (SOR). Even though some information is available online through the SOR, the actual records for juveniles may still be confidential and cannot be provided. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code section 232.147(18) through the Clerk of Court.

RELEASE AUTHORIZATION: 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. I understand this can include information concerning completed deferred judgments and arrests without dispositions. I understand the signature below certifies the information provided is true and accurate. Furthermore, I understand this is an official statement and record. Any false statement(s) made in this record may result in further action.

RELEASE AUTHORIZATION SIGNATURE

FOR DCI USE ONLY

As of _____ a search of the information provided revealed:

NO IOWA CRIMINAL HISTORY RECORD FOUND WITH DCI

AN IOWA CRIMINAL HISTORY RECORD WAS FOUND. A COPY OF THE RECORD IS INCLUDED - DCI#

Processed by _____

SUBMIT THE REQUEST/BILLING FORM(S) AND FEE(S) BY ONE OF THE FOLLOWING METHODS:

ADDRESS: Iowa Division of Criminal Investigation
Support Operations Bureau
Dissemination Unit
215 E 7th St
Des Moines IA 50319

FAX: 515-725-6080

EMAIL: dcirecordchecks@dps.state.ia.us

QUESTIONS: dcirecordchecks@dps.state.ia.us

TITLE: ASSOCIATE DIRECTORS PROGRAM
VERIDIAN CREDIT UNION

REVISION DATE: November 20, 2024

SECTION: 315

HOUSEKEEPING:

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POSITION TITLE: Associate Director

REPORTS TO: Membership and the Executive Committee

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

OUR MISSION

To partner with members to create successful financial futures.

OUR VISION

- **Members:** Create meaningful relationships where members view us as their trusted financial partner.
- **Employees:** Engage, develop and value the diversity in our employees to ensure their success.
- **Products and Services:** Deliver a broad range of innovative, simple-to-use, high-quality products and services.
- **Community:** Play a vital role in enriching the community.
- **Sustainability:** Maintain unquestionable financial security.

We connect with members and create an atmosphere of belonging and trust to
“EXCEED EXPECTATIONS!”

OUR VALUES

- **Passion:** We make a difference.
- **Innovation:** We embrace different ways of thinking and lead change.
- **Relationships:** We genuinely care about others.
- **Inclusion:** We value diversity and include everyone.
- **Collaboration:** We are people helping people. Together, we create our future.
- **Accountability:** We deliver results.
- **Leadership:** We live these values every day.

Summary

Veridian Credit Union’s Board of Directors and Associate Directors are responsible for ensuring strategic alignment with Veridian’s mission, vision, and values through their legal, leadership, and stewardship obligations. This is accomplished by collaborating as a governing body, acting in good faith and harmony to collectively carry out fiduciary and legal responsibilities in the best interest of all members.

Purpose



TITLE: ASSOCIATE DIRECTORS PROGRAM
VERIDIAN CREDIT UNION

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Veridian Credit Union uses an Associate Director program as part of its Board succession and recruitment process. The program will prepare future Directors by providing an opportunity for involvement in Board and Committee activities and educational opportunities. The duties of an Associate Director on the Veridian Credit Union Board are the same as that of a Director, except for voting in board meetings, and include collaboration in strategic planning, policy determination, active participation in meetings, acting as an ambassador of the credit union, and continuous education that contributes to the effectiveness of the Associate Director role.

Guidelines

- I. Candidates for the Associate Director program will apply, and upon meeting the election requirements will be presented to the membership for a vote.
 - A. The membership will vote to appoint Associate Directors to Veridian Credit Union’s Board.
 - B. An Associate Director is a non-voting member of the Board of Directors.
 - C. An Associate Director is a voting member of any committee in which they serve.
 - D. The Associate Director is expected to attend, participate, and provide valuable input at all meetings of the Board and its committees.
 - E. The term of an Associate Director is 3 years with a term limit of two.
 - F. An Associate Director who misses two regular meetings of the Board during a year may be dismissed from office by a majority vote of the Board.
 - G. Associate Directors must go through the same orientation process as Board members.
 - H. Associate Directors must abide by and sign the Oath of Office upon being elected.
 - I. The Board Chair may assign a Director to serve as a mentor to an Associate Director.
 - J. Associate Directors will have a \$6,000 educational budget to be used for specific education opportunities.
 - K. If a resignation occurs mid-term from the Associate Director program, one of these two scenarios will occur:
 1. If the pool of Associate Directors is empty, the Board will replace an Associate Director using a similar process to replacing a Board member or an open call for Associate Directors will commence.
 2. If the pool of Associate Directors has 1-2 other individuals who are still within 1 or more years of their term, the Board will not fill the position, rather it will be filled by membership vote at the next election of Associate Directors during the Annual Meeting.
- II. After satisfying pre-requisites, the Associate Director will be allowed to run in the general election of the Board of Directors. These pre-requisites are: successfully serving as an Associate Director for 2 years and being approved by the Nominating Committee after the review of the Associate Director’s overall Board service and the results of peer-to-peer evaluations.



Board Committees

AUDIT AND RISK COMMITTEE (elected). The Audit and Risk Committee is responsible for ensuring the financial condition of the credit union is accurately and fairly represented in its financial statements, protecting and safeguarding Veridian's assets by establishing and monitoring internal controls, and analyzing and preparing for risks.

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.

BOARD GOVERNANCE COMMITTEE (appointed). The Board Governance Committee is responsible for recommending board education options including workshops, conferences, and new director orientation. They oversee the Emeritus Program, Mentoring Program, and leadership development programs. They also oversee board technology enhancements, usage, and training.

NOMINATING COMMITTEE (appointed). The Nominating Committee is responsible for overseeing the Annual Meeting and the annual board election process.

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