

2019

REQUEST FOR CONSIDERATION TO  
SERVE AS A TCCU ASSOCIATE DIRECTOR





## *Welcome*

We would like to thank you for your interest in serving as a TCCU Associate Director. If appointed as a TCCU Associate Director, you will be part of a group of individuals who collectively contribute to the governance one of the area's most progressive financial institutions.

TCCU's vision is that our members will recognize us as their trusted financial partner and that we will meet our primary goal of ensuring the continued strength, relevance and viability of the credit union now and long into the future.

TCCU currently serves over 11,000 members and has \$87 million in assets. TCCU leverages technology to provide products and services, enhance operating efficiencies, offer low loan rates, competitive deposit rates and low fees relative to our competition while providing outstanding service. TCCU was originally chartered in 1955 and has been providing products and services to the employees and citizens of Tarrant County for 64 years and is paving the way to serve many more members for years to come.

It is the responsibility of TCCU's Board of Directors to continually strive to safely and securely provide the best value to our members. The current TCCU Board works diligently to uphold this role. TCCU's Board of Directors desires to supplement the knowledge and experience of the present Board by appointing Associate Directors. An Associate Director is viewed as a means by which continuity of TCCU's governance activities may be maintained since an Associate Director may be asked to fill a Board vacancy when it occurs.

We thank you for your interest in serving and making a difference as a TCCU Associate Director and look forward to reviewing your application.

Sincerely,

*Alan Thomas*

Alan Thomas

TCCU Board Chair

### **Request for Consideration to Serve as a TCCU Associate Director: Information**

TCCU's Board governs with an emphasis on outward vision, strategic leadership, clear distinction between Board and President's roles. Members of the Board and Associate Directors are expected to exercise sound judgement with utmost honesty and integrity while adhering to all TCCU policies, procedures, statutory and regulatory requirements. Please be advised that if you are selected to serve as an Associate Director, unless excused by the Chairman, you are expected to attend:

- Asset Liability Committee (ALCO) meetings at least quarterly
- At least 8 board meetings annually
- The CU's Strategic Planning Sessions

Failure to attend the required minimum regular meetings of the Board or otherwise failing to fulfill any of the duties of an Associate Director may lead to removal from the position.

## Position Description

Position Title: Associate Director

Reports To: Board of Directors

Accountable To: Membership

### Responsibility Summary:

The Associate Directors are volunteers who supplement the knowledge and experience of the present Board. Although the Associate Director's position is non-voting, the Associate Director is viewed as a means by which continuity of TCCU's governance activities may be maintained since the Associate Director may be asked to fill a Board vacancy when it occurs. In general, Directors, Associate Directors, and other volunteers are not paid or compensated.

The Board of Directors is responsible for the general direction and control of the Credit Union in setting policy, strategic planning, ensuring the Credit Union maintains a safe and sound financial condition and communicating with the membership. Directors must exercise characteristics of loyalty and care to the Credit Union and do so without conflict of interest.

The decision to serve as an Associate Director is a commitment that includes understanding the financial statements, risks and controls of the credit union so as to contribute to the Board in their charge to properly exercise authority over the credit union's direction.

### Qualification Requirements

Only qualified members may serve in the capacity of Associate Director on TCCU's board of directors. In order to qualify to serve as an Associate Director on the Credit Union's Board of Directors, a member must:

- Be 25 or older
- Be a member or joint owner\* in good standing
- Be a member for one year before being appointed
- Be bondable
- Show ability to manage personal finances
- Never have been convicted of felony offense
- Be eligible to vote in a credit union election
- Not have been an employee of the credit union

Qualification Requirements, Cont.

- Not be a family member of a credit union employee, past or present
- Not be an employee, officer, or director of another financial institution

\*Any Associate Director candidate who is a joint owner must become a TCCU member upon acceptance of the Associate Director position.

**Request for Consideration to Serve as a TCCU Associate Director: Application**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

For yourself and your immediate family, please identify any personal, business or family relationship with another Board member or TCCU staff member (list name and nature of relationship):

List any credit union committees, TCCU's or others, (including dates) you have served on:

List any other experience (include dates) related to the financial/banking industry:

**Statement of Intent:**

Tell us in 50 words or less why you wish to be considered as a candidate for TCCU's Associate Board Member position:

**Education History**

**College** \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you Graduate?  Yes  No Year Graduated \_\_\_\_\_

Diploma or Degree: \_\_\_\_\_

**High School** \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you Graduate?  Yes  No Year Graduated \_\_\_\_\_

Diploma  GED

**Other** \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you Graduate?  Yes  No Year Graduated \_\_\_\_\_

Diploma or Degree: \_\_\_\_\_

**Membership In Other Organizations** (Please be sure to include any relevant credit union experience.)

NAME OF ORGANIZATION	POSITION HELD	FROM – TO (MO/YR)	ADDRESS

**Employment History**

PLEASE LIST PRESENT AND PAST EMPLOYMENT HISTORY, BEGINNING WITH YOUR MOST RECENT

**Employer Name** \_\_\_\_\_

Address: \_\_\_\_\_

From \_\_\_\_\_ (MO/YR) To \_\_\_\_\_ (MO/YR)

Please use the space below to define your duties and responsibilities:

**Employer Name** \_\_\_\_\_

Address: \_\_\_\_\_

From \_\_\_\_\_ (MO/YR) To \_\_\_\_\_ (MO/YR)

Please use the space below to define your duties and responsibilities:

**Employer Name** \_\_\_\_\_

Address: \_\_\_\_\_

From \_\_\_\_\_ (MO/YR) To \_\_\_\_\_ (MO/YR)

Please use the space below to define your duties and responsibilities:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Request for Consideration to Serve as a TCCU Associate Director: Affidavit**

I, \_\_\_\_\_, do hereby swear under penalties of law, that I have never been convicted of a misdemeanor or felony involving dishonesty or breach of trust except as follows:

(If none, write "none" in the space provided.)

If, during the course of my term as an Associate Director with Tarrant County's Credit Union, I should be convicted of such an offense, I agree to immediately notify the credit union in writing.

This affidavit is given in connection with my request to be considered as an Associate Director of Tarrant County's Credit Union.

Date: \_\_\_\_\_

Signature of person identified above \_\_\_\_\_



**Request for Consideration to Serve as a TCCU Associate Director: Consumer Reports Disclosures**

TCCU reserves the right to investigate past credit history and perform a background check on its volunteers. This disclosure describes our right to obtain consumer reports associated with these investigations and authorizes TCCU to obtain this information.

**Credit Report Disclosure and Authorization**

**I authorize Tarrant County's Credit Union (TCCU) to procure a copy of my credit report to review in their consideration of my application to serve as a TCCU Associate Director.**

I understand that if my credit report contains derogatory information that could contribute to an adverse response to my request, TCCU may provide me a copy of a summary of my rights under the Fair Credit Reporting Act. I may receive a free copy of the information in my credit file from the consumer credit reporting agency if I request a copy within 60 days of receiving notice from TCCU. **Note:** Further consideration of the applicant's candidacy is contingent upon a satisfactory outcome of the applicant's credit check.

**Background Check Disclosure and Authorization**

Further acceptance of the applicant's candidacy is contingent upon a satisfactory outcome of the applicant's background check.

**I authorize Tarrant County's Credit Union to procure a background check to review in their consideration of my application to serve as a TCCU Associate Director. In addition, I authorize TCCU to procure a copy of my background check as deemed necessary during my appointed term.**

I understand that if my background report contains derogatory information that could contribute to an adverse response to my request, I may receive a free copy of the information in my background report if I request a copy within 60 days of receiving notice from TCCU.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Date: \_\_\_\_\_

## All Applicants Must Return The Following Completed Documentation:

- Associate Director Application
- Consumer Report Disclosures
- Affidavit

Please read this packet thoroughly to complete the necessary information and return the requested documents by mail to Lily Newfarmer, President/CEO, 200 Taylor Street, Suite 215, Fort Worth, Texas 76196, or by fax to (817) 820-0078, by secured email to [mail@tccu-tx.com](mailto:mail@tccu-tx.com), or you may drop it off at any one of our branch locations. Visit our website at [tccu-tx.com](http://tccu-tx.com) for branch location information. If you have any questions during the process, please contact Lily Newfarmer, President / CEO, at 817-884-1470, ext. 125 or [lnewfarmer@tccu-tx.com](mailto:lnewfarmer@tccu-tx.com).

The application process will end on January 31, 2019. If you are selected to serve as an Associate Director, a TCCU member of management will contact you with additional information.