



Dear Applicant:

Thank you for your interest in becoming a Supervisory Committee Member of the TopMark Federal Credit Union. Attached are the following:

- Application to Serve as a Credit Union Supervisory Committee Member
- Sample Candidate Statement
- Board Member Duties and Responsibilities Policy

Any member 18 years or older who has been a member for at least three (3) months, may apply for nomination by submitting the "Application to Serve as a Supervisory Committee Member" to the Nominating Committee. All applications and candidate statement information are due to the Credit Union by April 1. Please understand that the application process does not guarantee the applicant's nomination. The Credit Union Nominating Committee will review all applications and may contact candidates for an interview before completing the nomination process. The final decision rests with the Nominating Committee.

Please direct all mail as follows:

TopMark FCU
Angie Maynard
609 E Main Street
Cridersville, OH 45806

If dropping off the information at the Credit Union office, please insert all forms in an envelope addressed to the "Nominating Committee". Applications can be emailed to: amaynard@topmarkfcu.com

Thank you for your interest in becoming a Supervisory Committee Member for TopMark Federal Credit Union. If you have any additional questions regarding the application process, please write to the TopMark Federal Credit Union Nominating Committee at the address above or contact the CEO of the Credit Union.

Application to Serve as a Supervisory Committee 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 _____

Primary Duties _____

Community Service

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 _____

Description of duties, responsibilities, or experience: _____

With any other financial institution:
following:

Yes

No

If yes, please complete the

Name _____ Position _____ Dates _____

Reference _____ Phone _____

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 Supervisory Committee Member for TopMark FCU?

How do you feel you can contribute as a Supervisory Committee Member?

Do you know of any reason why you would not continue to be a member of TopMark Federal Credit Union during the next three years?

Candidate Statement

Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of the TopMark Federal 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 authorize you to perform 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.

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 TopMark Federal Credit Union Supervisory Committee Member.

Supervisory Committee Job Description

Title: Supervisory Committee Member

Reports to: Members & Board of Directors

Duties/Responsibilities

- Select an accounting firm and sign the engagement letter for all audits required by our regulators.
- Review any/all findings in the annual audit and monthly internal audits. Ensure that corrections were made promptly by staff.
- Have the authority to suspend any board member by unanimous vote; if necessary, by regulations.
- Prepare an annual report for the members at the annual meeting.

Qualifications

- To run for office, an individual must be at least 18 years of age and must be a primary member in good standing.
- Would prefer at least one year of membership, but not required.
- Knowledge or willingness to learn about the credit union and business operations.
- Must be able to attend meetings (usually afternoon or evenings) usually once per quarter.
- Accounting background and/or education in this area and/or related work experience is helpful but not required.
- Be an active member of the credit union and use the services of the credit union.
- Accept and adapt to change, welcome new ideas, and be imaginative.
- Must agree to sign the Oath of Office and Conflict of Interest Statement.

Time Required – Approx. 1-2 Hours/Quarter

- Approximately two hours per quarter. Can attend Board Meetings if desired. month
- Available for the special board, committee meetings, and educational programs as needed.