

## Introduction:

Thank you for taking the time to review the information contained in this packet. Arizona Federal is managed by a Chief Executive Officer who reports to a Board of Directors, which is elected by the membership of the credit union. These directors set policies and the overall direction the credit union will take, which are then implemented by the CEO and his/her staff. The term of office for a board member is three years, with a portion of the board seats up for election each year. This packet contains the necessary information for you, a member in good standing, to review if you are considering running for one of the seats that are open for election this year. Please review the packet carefully and feel free to contact Arizona Federal's Marketing Department should you have any follow-up questions.

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## Director Profiles:

In order to assist you in understanding the profile of current board members and to give you a feel for the time commitment and level of expertise on the board, the following profile has been prepared. This profile is not intended to preclude any member from seeking consideration for nomination; however, it may help in understanding the board membership at this time.

The current directors of Arizona Federal represent the membership at-large; however, they have typically come from large public sector organizations such as the City of Phoenix, City of Tempe, City of Mesa, City of Scottsdale and the City of Glendale. Several private sector members have also been elected to the board. The board member typically has a college degree and is currently serving in a senior management or executive position within the organization for which he/she is working. The board member has also served in some other voluntary roles with Arizona Federal or other organizations in the past, such as a member representative, supervisory committee, or other committee roles. The average board member spends between 15-25 hours monthly on board business.

## Eligibility to Seek Nomination/Elections:

All members of Arizona Federal who are at least 16 years of age and are the owners in good faith, in good standing, and in their own right, of at least one share, subscribed for and by them and standing in their name on the books of Arizona Federal, are eligible to seek nomination and potential election to the Board. A member's background, experience, and overall qualifications are considered in the nomination process; however, notwithstanding this procedure, any member in good standing may take out a petition and obtain a minimum of 500 member signatures to have his/her name placed on the ballot.

## Schedule of Events:

The completed nomination form must be filed with the Arizona Federal Marketing Department by October 18, 2021. The Nominating Committee will review all nomination requests filed and will conduct credit report and background checks for all candidates. The Committee will then select candidates for an oral interview to be conducted in November. Candidates not selected for interviews or not nominated will be notified. Selected candidates will need to complete drug testing before the scheduled interview. The final candidates selected for nomination will be based on the requests submitted and the oral interview conducted. The formal election process will be conducted by an outside auditing firm and will be held during the first quarter of 2022, with notification of outcome to all candidates on the ballot in late April.

## Board of Directors Responsibility Affidavit:

All candidates seeking consideration for nomination to the Board of Directors will be required to sign the affidavit attached to this packet. This affidavit is necessary to ensure that all candidates understand the duties and responsibilities of the elected office they are seeking.

## Nomination Form and Request Letter:

Any member wishing to have his/her name considered for nomination to the Board of Directors is required to fill out the attached nomination form including a cover letter outlining why you want to be considered for nomination and submit it to the Arizona Federal Marketing Department. Any additional information that the member wishes the committee to review in the process should be attached as well. All forms and request letters must be on file with the Arizona Federal Marketing Department on or before October 18, 2021.



# Board of Directors Nomination Form

Please type or clearly print the information requested below and attach to cover letter outlining why you want to be considered for nomination. All forms, cover letters and affidavits must be on file with Arizona Federal’s Marketing Department, 333 N. 44th Street, Phoenix, Arizona 85008, by October 18, 2021.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Arizona Federal Account Number: \_\_\_\_\_

Employment Information: *(use additional sheets as needed)*

Employer’s Name: \_\_\_\_\_  
Employer’s Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Position and Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education, professional certification, and other awards/honors: *(use additional sheets as needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous/current voluntary community service: *(use additional sheets as needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information regarding overall experience: *(use additional sheets as needed)*

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\_\_\_\_\_  
\_\_\_\_\_

## Board of Directors Responsibility Affidavit

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I, as a candidate seeking election to the Arizona Federal Board of Directors, do hereby indicate my intention to faithfully serve Arizona Federal if elected and, by my signature on this affidavit, acknowledge full understanding and acceptance of the conditions of serving in this elected office as listed below.

1. Will be expected to become familiar with the Policy Manual and Bylaws of Arizona Federal, the Federal Credit Union Act, the National Credit Union Administration Rules and Regulations, and the Arizona State Credit Union Code, where applicable, regarding specific duties and responsibilities of a Director.
2. Must acknowledge the fiduciary and personal liabilities of a Director as outlined in the aforementioned documents.
3. Must have a desire to be of service to my fellow members and educate myself in all areas that can assist in this service.
4. Must set the greatest value on confidentiality. The information that a Director may obtain about a fellow member, by virtue of his/her position on the Board, is privileged information and must not and cannot be used outside of official business of Arizona Federal.
5. Must discharge the duties and responsibilities of a Director and conduct myself in such a manner so as to promote and protect the best interests of Arizona Federal and all its members.
6. Agree to serve without compensation.
7. Must be willing to sacrifice personal time and work time to attend all necessary board meetings, committee meetings, and necessary training sessions to increase knowledge of the credit union movement.
8. Recognize that elected officials' financial records with Arizona Federal, based on requests for financial services, are subject to full board disclosure and review.
9. Recognize that as an elected official I must remain a member "in good standing" with Arizona Federal regarding all financial matters.
10. Understand a Director's responsibility to monitor the safety and soundness of Arizona Federal and set policies which support that direction, and not necessarily be involved with the day-to-day operations of Arizona Federal.
11. Must be able to work with other committee members on regular committees or special assignments.
12. Must be willing to attend annual planning retreats held over several days and adjust schedule accordingly.
13. May be removed by action of the Board for inconsistent attendance, severe financial difficulties, or other improprieties.
14. I, \_\_\_\_\_, recognizing that I am seeking election to this office will, if elected, diligently and honestly administer the role as described in the Credit Union Bylaws, and will not knowingly violate or willingly permit to be violated, any of the provisions of law applicable to Arizona Federal. I am the owner in good faith and in my own right, of at least one share, subscribed for and by me and standing in my name on the books of Arizona Federal.

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Signature

Date