

**Position Title:** Associate Director  
**Accountable to:** Board of Directors  
**Term:** Appointed by BOD, reviewed annually



**Position Summary:**

The Associate Director supplements 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 WFCU's governance activities may be maintained since the Associate Director may be asked to fill a Board vacancy when it occurs.

The Board of Directors is the cornerstone of WFCU's governance activities providing a monitoring function over the President, overseeing the credit union's strategy and monitoring risks and the credit union's control systems. The Board governs with an emphasis on outward vision; strategic leadership; clear distinction of Board and President's roles; and proactivity. Members of the Board are expected to exercise sound judgment with utmost honesty and integrity while adhering to all WFCU policies and procedures, and statutory and regulatory requirements.

**Duties and Responsibilities:**

1. Represent the interest of the membership and WFCU.
2. Assist in the establishment of the Strategic Vision for WFCU.
3. Assist in the establishment, overseeing, and monitoring Targeted Results, Strategic Scorecard Measures, and Parameters of Authority.
4. Facilitate and maintain an open avenue of communication among members of the Board and the President.
5. Inquire as to opportunities and significant risks facing the credit union and management's ability to identify, analyze, and respond to them.
6. Inquire regarding the adequacy and effectiveness of WFCU's systems of controls and review recommendations for improvements.
7. Provide a Corporate Social Responsibility oversight function for WFCU to ensure that the efforts are aligned with corporate culture.
8. Assist with the establishment of fiscal guidelines through the review of the annual budget.
9. Actively maintain the skills and experience needed to strengthen the Board by attendance at credit union related seminars, conferences, and other educational opportunities.
10. Thoroughly review Board of Director packets prior to each Board meeting.
11. Attend and actively participate in Board meetings and the Annual Planning session.

12. Respect and adhere to duties, activities, and obligations outlined in WFCU's Bylaws, WFCU's Board of Director job description and other applicable laws or regulations.
13. Serve on committees appointed by the Chair and/or Board in a non-voting capacity.
14. Positively represent WFCU in both local and credit union communities.
15. Keep abreast of events and issues in the financial industry and the credit union environment.
16. Disclose possible conflicts of interest.
17. Maintain the highest ethical standards.

### **Qualifications Requirements:**

1. Must be a member in good standing. *(A member in good standing shall be defined to mean that all loans with the Credit Union are current and that the Credit Union has suffered no losses as a result of the charge-off or discharge in bankruptcy of any loans or other obligations of the member to the Credit Union. If there is a joint owner on the account, he/she and the primary owner must maintain the account in good standing as defined above).*
2. Must be at least eighteen (18) years old as of the date he/she begins to actively serve as an Associate Director.
3. Must be bondable and free of convictions.
4. Ability to think strategically.
5. Some knowledge, experiences, and/or training or a willingness to obtain familiarity with basic financial, accounting, and managerial practices. Understanding of the credit union philosophy and the financial needs of our members.
6. Exercise his/her independence from management and in the interest of WFCU. Must be free from any financial interest, family, or other material personal relationship that would, in the opinion of the Board or Audit Committee members, interfere with good faith performance of his/her fiduciary duties. Ability to exercise good business judgment and act in what he/she reasonably believes to be in the best interest of WFCU and its membership.
7. Ability to maintain appropriate confidentiality of all credit union business.
8. Ability to effectively participate in the decision-making process.

### **Compensation:**

Volunteer basis-membership is voluntary and not subject to compensation. However, directors may be reimbursed for expenses incurred.