

## Request for Consideration to Serve as a Topside Federal Credit Union Associate Director

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Topside Federal Credit Union was federally chartered in 1961, and has grown into a full-service financial institution with total assets of over \$500 million dollars. We value our members' trust, and work diligently to offer the financial services our members need and want.

*The view's better from here.*



## Message from Topside FCU's Board of Directors

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Dear Potential Associate Director,

Thank you for your interest in serving on Topside Federal Credit Union's Board of Directors as an Associate Director. If appointed, you will be part of a group of individuals that collectively govern a progressive credit union.

We serve almost 40,000 members and have over \$500 million in assets. With more than 60 years of history, Topside Federal Credit Union has four branches located in three different localities, all within the greater Fredericksburg area. We offer competitive loan rates, convenient services, and multiple savings programs, many targeting youth and our nation's military.

Our Board of Directors is the cornerstone of our governance activities. The Board views the establishment and ongoing maintenance of a viable governance structure to be essential for Topside Federal Credit Union's stability and growth.

It is the responsibility of Topside Federal Credit Union's Board of Directors to continually strive to safely and securely provide the best value to our members throughout their lives. The current Board works diligently to uphold this role and 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 to the Credit Union's governance activities may be maintained since an Associate Director may be asked to fill a Board vacancy should one occur.

We thank you for your interest in serving as an Associate Director. We look forward to reviewing your application.

Sincerely,

*Woodfin Straughan*

Woodfin Straughan  
Topside Federal Credit Union's Board Chair



## Request for Consideration to Serve as a Topside Federal Credit Union Associate Director

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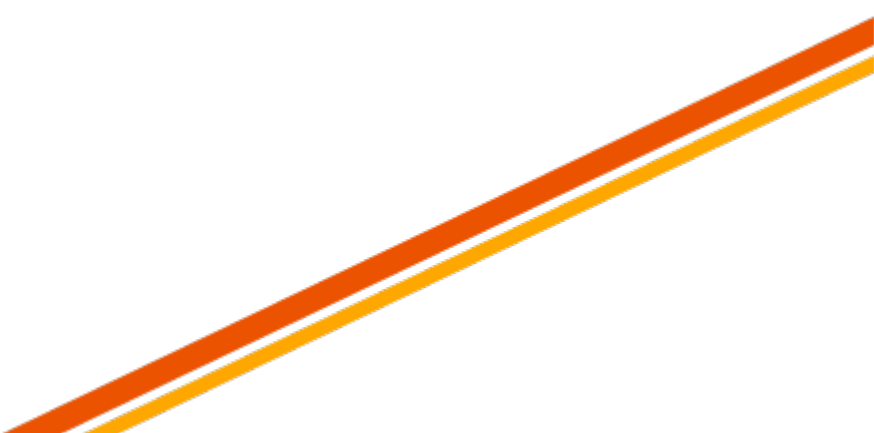
Thank you for your interest in serving as a Topside Federal Credit Union Associate Director. Our Board of Directors governs with an emphasis on strategic vision and leadership, clear distinction of Board and Management roles and proactivity. Members of the Board and Associate Directors are expected to exercise sound judgment with honesty and integrity while adhering to all Topside FCU policies, procedures, statutory and regulatory requirements. Our Board currently meets on the fourth Monday of each month. If you are appointed as an Associate Director, you are required to commit to a minimum of 10 meetings per year, in addition to other committee meetings. You will also be expected to expand your knowledge and understanding by attending credit union related seminars, conferences or other educational opportunities.

Please read through this packet, complete the requested information, and return it to any one of our branches, email: [Tammy.Ting-Beach@topsidefcu.org](mailto:Tammy.Ting-Beach@topsidefcu.org), or mail it to us: Topside Federal Credit Union, Associate Director Application, PO Box 519, Dahlgren, VA, 22448. Questions may be addressed to Tammy Ting-Beach, Executive Assistant, (540) 413-3935.

To be eligible to serve, all applicants must meet the following minimum criteria:

- Must be a member of the Credit Union, in good standing, for at least one year
- Must be at least 18 years of age
- Must have sufficient credit rating to indicate ability to manage personal finances
- No criminal violation conviction

All applicants must return the following:

- Associate Director Application (or cover letter and resume)
  - Notarized Affidavit
  - Consumer Report Disclosure
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**Request for Consideration to Serve as a Topside Federal Credit Union Associate Director:  
Application**

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Name:

Date of Birth:

Account Number:

Address:

Daytime Telephone:

Email Address:

For yourself and your immediate family, please identify any personal, business or family relationship with a Topside Federal Credit Union Board member or member of Management (please list name of individual and nature of relationship):

**EDUCATION HISTORY**

**COLLEGE:**

Course of study:

Did you graduate?

Year graduated:

Diploma or Degree:

**HIGH SCHOOL:**

Course of study:

Did you graduate?

Year graduated:

**OTHER:**

Course of study:

Did you graduate?

Year graduated?

Diploma or Degree:

**MEMBERSHIP IN OTHER ORGANIZATIONS** (Please be sure to include any relevant credit union experience)

<i>NAME OF ORGANIZATION</i>	<i>POSITION HELD</i>	<i>FROM - TO (MO/YR)</i>	<i>ADDRESS</i>

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

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**EMPLOYMENT HISTORY**

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

EMPLOYER NAME

Address

From/To (MO/YR)

Please define your duties and responsibilities:

EMPLOYER NAME

Address

From/To (MO/YR)

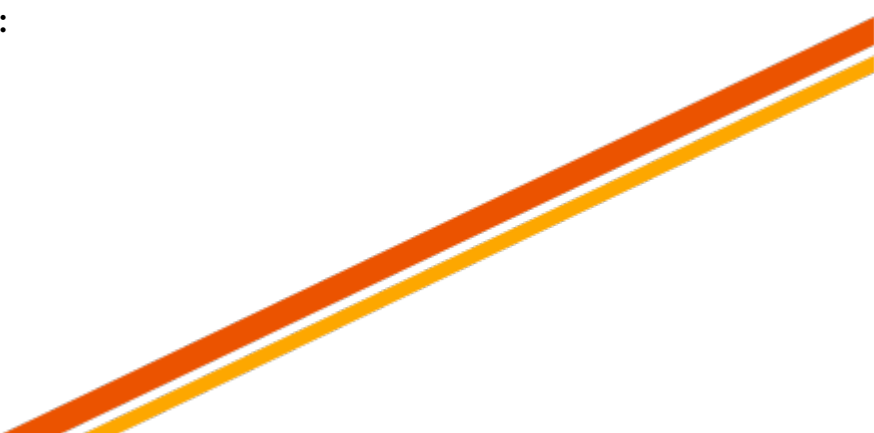
Please define your duties and responsibilities:

EMPLOYER NAME

Address

From/To (MO/YR)

Please define your duties and responsibilities:



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

STATE OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_,

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

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

If during the course of my term as an appointed official with Topside Federal Credit Union I should be convicted of such an offense, I agree to immediately notify the Credit Union in writing.

This Affidavit is given voluntarily in connection with my request to be considered as an Associate Director of Topside FCU.

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

Subscribed and sworn to before me, a Notary Public, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public



## **Request for Consideration to Serve as a Topside Federal Credit Union Associate Director: Consumer Report Disclosure**

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Topside FCU reserves the right to investigate past credit history and criminal activity for its officials. This disclosure describes our right to obtain consumer reports associated with these investigations and authorizes Topside Federal Credit Union to obtain this information.

### **Credit Report Disclosure and Authorization**

I authorize Topside Federal Credit Union to procure a copy of my credit report to review in its consideration of my application to serve as a Topside Federal Credit Union Associate Director. In addition, I authorize Topside Federal Credit Union to procure a copy of my credit report as deemed necessary during my appointed term.

I understand that if my credit reports contains derogatory information that could contribute to an adverse response to my request, Topside Federal Credit Union will provide me with 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 Topside Federal Credit Union.

**Note:** Further consideration of the applicant's candidacy is contingent upon a satisfactory outcome of the applicant's credit check.

### **Criminal Investigation Disclosure and Authorization**

Topside Federal Credit Union bonds all Associate Directors for losses caused by the fraud of any Board or Committee member, whether action alone or in collusion with others, or through the failure on the part of the Associate Director to well and faithfully perform his or her duties. A person may not be bondable if they have been convicted of a misdemeanor or felony involving dishonesty, breach of trust or violation of any local, state or federal law or causing a loss to a current or previous employer due to dishonesty or failure to faithfully perform duties.

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

I authorize Topside Federal Credit Union to procure a criminal investigation to review in their consideration of my application to serve as an Topside Federal Credit Union Associate Director. In addition, I authorize Topside Federal Credit Union to procure a copy of my criminal investigation as deemed necessary during my appointed term.

I understand that if my criminal investigation report contains derogatory information that could contribute to an adverse response to my request, I may receive a free copy of my information in my criminal investigation report if I request a copy within 60 days of receiving notice from Topside Federal Credit Union.

Sign Name

Print Name

Social Security Number

Current Address

Previous Address

Date



**BEFORE SERVING AS AN ASSOCIATE DIRECTOR, ALL APPLICANTS MUST MEET THE FOLLOWING MINIMUM CRITERIA:**

To be eligible to serve, all applicants must meet the following minimum criteria:

- Must be a member of the Credit Union, in good standing, for at least one year
- Must be at least 18 years of age
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