

Associate Director

VOLUNTEER LEADERSHIP OPPORTUNITY

The Associate Director program gives qualified Workers Credit Union members an opportunity to learn about Board service, contribute to Board discussions, and prepare for potential future service as an elected Director. This is a nonvoting, honorary volunteer position appointed by the Board of Directors.

The Role

- Attend Board meetings and participate in discussions at the discretion of the Board.
- Review Board materials and build an understanding of the Credit Union's operations, governance model, strategic direction, financial performance, and regulatory environment.
- Complete orientation and review relevant Credit Union policies and governance materials.
- Participate in designated workshops, education sessions, special meetings, and committee learning opportunities.
- Prepare thoroughly, listen actively, ask thoughtful questions, and contribute a member-focused perspective.
- Maintain the same standards of confidentiality, ethics, conduct, and avoidance of conflicts of interest expected of elected Directors, including required annual acknowledgments.
- Use the experience to build readiness for potential future Board service. Associate service does not guarantee future nomination or election.

Position Parameters

- Must be a member in good standing of Workers Credit Union and otherwise eligible to serve as a Director.
- Associate Directors are guests of the Board and may receive Board notices and materials, subject to confidentiality requirements and the discretion of the Board.
- Associate Directors do not vote, are not counted toward quorum, may not hold Board office, and are not subject to the elected Director attendance policy.
- Participation in discussion is at the discretion of the Board, and an Associate Director may be excused from any portion of a meeting.

Term and Service Commitment

Initial service	Appointed by the Board of Directors for a one-year term.
Term and limit	May be reappointed for one additional one-year term, for a maximum of two years as an Associate Director. Service and reappointment are at the discretion of the Board.
Monthly commitment	One regular Board meeting, generally on the last Wednesday of the month, plus approximately 1 to 2 hours of advance preparation. November and December meetings may be scheduled earlier.
Additional work	Orientation; designated workshops and education; committee learning opportunities; special meetings; and the annual strategic retreat, generally held over a weekend.
In-person expectation	This is not a fully remote experience. Although regular meetings may offer a hybrid option, Associate Directors are expected to attend designated meetings, workshops, education sessions, and the annual retreat in person.
Participation	Consistent preparation and participation are central to the program. Candidates should be prepared to make a sustained, year-round commitment to learning and Board activities.

Development and Volunteer Support

Associate Directors receive orientation, access to relevant Credit Union policies and materials, and opportunities to build knowledge of credit union governance and operations. Approved education and eligible expenses may be supported under Board policy. Eligible dependent care expenses associated with approved activities may also be reimbursed.

NOTE: Please note this volunteer description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice.

AMERICANS WITH DISABILITIES ACT: Workers Credit Union complies with all aspects of the Americans with Disabilities Act (ADA) and state disability laws.