



January 24, 2025

Dear Member,

As Chairman of the UNCLE Credit Union's Volunteer Nominating Committee, I am pleased to announce the 2025 Elections. I encourage you to become a participant in this year's election.

There are **three seats** open on the **Board of Directors**.

Outlined below are the process and deadlines regarding elections:

- **April 23, 2024** – Nominating Committee appointed by the Chairman of the Board of Directors.
- **January 24, 2025** – Nomination Information and process must be made available to the membership.
- **February 3 – March 5, 2025** – Any Member 18 years of age or older that would like to be considered for selection as a **candidate must submit either: a completed Volunteer Application to the Nominating Committee OR a petition containing 350 eligible voting member signatures**. The petition must contain the member's name, last four digits of the member's social security number, signature, date, and that the member endorses the applicant as a Board of Director Nominee for the April 24, 2025, UNCLE Credit Union Volunteer Elections. To be eligible to run for a volunteer position, an applicant must be a member in good standing (a minimum of \$5 is pledged in his or her primary share account and has not caused a financial loss to the credit union) and is bondable by the credit union's insurance company. Incumbent candidates must also complete the nomination process. Completed items must be received no later than midnight March 5, 2025, and should be sent to the following address:

#### **OFFICIAL APPLICATION FOR VOLUNTEERS**

**Mail to:** Nominating Committee Chair – Chung Bothwell  
C/O Ariana Balch, Vice President, Administration  
UNCLE Credit Union, 2100 Las Positas Court, Livermore, CA 94551  
**Or Email to:** [abalch@unclecu.org](mailto:abalch@unclecu.org)  
SUBJECT LINE: ATTENTION NOMINATING COMMITTEE

**OR**

#### **PETITION**

Mail or hand-deliver to: Credit Union Nominating Committee Chair  
C/O Ariana Balch, Vice President, Administration  
UNCLE Credit Union, 2100 Las Positas Court, Livermore, CA 94551



Per credit union Bylaws, if no more nominations for vacant positions are received than the number of vacant positions, the credit union may, without further action, declare that those nominated and qualified to be elected as elected.

- **March 5, 2025** – Nominations close at midnight, March 5, 2025.
- **March 6 – March 11, 2025** – Nominating Committee will evaluate all application packets received, ensure the candidate meets membership and insurance bonding requirements, understands the personal liability of the position, and *will determine that the candidate fully understands and is capable of performing the position's duties, responsibilities with the required ethical standards if elected*. Candidates will be notified by phone or e-mail and the candidate's names will be published on the UNCLE Credit Union website and the election ballot (if necessary).
- **March 12, 2025** – Nominating Committee will nominate and post the "Slate of Candidates" at each branch location and on the UNCLE Credit Union website. This Slate will include the Candidate Statements.
- **March 31, 2025** – Nominating Committee will mail all members entitled to vote notice of the date, time and how to register for the meeting, where the annual meeting will be held, a list of those persons nominated for the vacancies and the terms of office on the Board of Directors.
- **April 24, 2025** – Annual Meeting of the Members & Elections will be held at 5:00 pm PT at Garre Winery – Bella Rosa. Candidates or their appointed representatives may choose to be present at the meeting and speak on their desire to serve as a volunteer of the credit union (maximum of 2 min). The vote of members will be held at the Annual Meeting of the Members & Elections with votes of the members in attendance counting as the official vote. Members who have reached the age of 18 years may vote at the Annual Meeting of the Members & Elections. Only one vote per member in good standing (a minimum of \$5 is pledged in his or her primary share account). For example, a member holding multiple accounts may only cast one vote.

UNCLE Credit Union is a not-for-profit financial institution owned by our members, so your involvement is important. Also, feel free to contact UNCLE Credit Union or the Nominating Committee at (925) 447-5001 x 2187 with any questions.

Sincerely,

Chung Bothwell  
UNCLE Credit Union  
Nominating Committee Chair



## OFFICIAL VOLUNTEER APPLICANT LETTER

January 24, 2025

Dear Applicant,

Thank you for your interest in becoming a volunteer at UNCLE Credit Union. Attached are the following:

- **Official Application for Volunteers**
- **Duties and Responsibilities as a Credit Union Volunteer, Sample Candidate Statement and Sample Petition**

UNCLE Credit Union members may seek election to open positions for the credit union's Board of Directors by submitting a Candidate Statement and the enclosed "Official Application for Volunteers" to the Nominating Committee. Any Member 18 years or older may seek election provided the applicant is a member in good standing (a minimum of \$5 is pledged in his or her primary share account and has not caused a financial loss to the credit union) and is bondable by the credit union's insurance company. Once these items are received and the requirements have been verified by the Nominating Committee, the applicant, if nominated, will be listed on the Election Ballot.

Completed items must be received by **midnight PDT on March 5, 2025**, and should be sent to:

**Mail to:** Nominating Committee Chair – Chung Bothwell  
C/O Ariana Balch, Vice President, Administration  
UNCLE Credit Union, 2100 Las Positas Court, Livermore, CA 94551  
**Or Email to:** [abalch@unclecu.org](mailto:abalch@unclecu.org)  
SUBJECT LINE: ATTENTION NOMINATING COMMITTEE

UNCLE Credit Union's Nominating Committee will review all applications and may contact candidates for an interview upon receipt. Nominations close on midnight, March 5, 2025. UNCLE Credit Union's Annual Meeting of the Members & Elections will be held on Thursday, April 24, 2025, at 5:00 pm PDT at Garre Winery – Bella Rosa in Livermore, CA.

Thank you again for your interest in becoming a volunteer at UNCLE Credit Union. If you have any additional questions regarding the application process, please contact us at the address above or call (925) 447-5001 x 2187.

Sincerely,

Chung Bothwell  
UNCLE Credit Union  
Nominating Committee Chair



## OFFICIAL APPLICATION FOR VOLUNTEERS

### Position Interest

I am interested in a volunteer position on the Board of Directors.

I am: (please check one)

\_\_\_\_\_ a New Applicant

\_\_\_\_\_ an Incumbent

### Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Employment Information

Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

Present Title & Occupation \_\_\_\_\_

### Educational Background & Certifications

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### UNCLE Credit Union Information

Member Number \_\_\_\_\_ (Last 3 digits only)

Member Since \_\_\_\_\_ (Leave blank if unsure)



Incumbents: Please list current & previously held positions on UNCLE Credit Union Board of Directors, as well as years served.

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Organization/Community Service

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Personal Statement

Why do you wish to become a volunteer for UNCLE Credit Union?

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Candidate Statement

Please attach a separate sheet of paper for your Candidate Statement. Candidate Statements will be used to communicate qualifications and reasons for candidacy to the membership of UNCLE Credit Union for voting purposes. Maximum number of words is 250. A sample statement has been included in this packet for your reference.

Certification

- I certify that the information in this application and any attachments hereto is true and correct, and I authorize you to investigate and verify any of the information.
- I authorize you/your insurance company to perform a bondability check.
- I certify that I will be at least 18 years of age as of the Annual Meeting of the Members and election date of April 24, 2025.
- If elected, I agree to abide by the attached UNCLE Credit Union Code of Ethics and Conflict of Interest Policy and that I intend to fulfill my entire term of office to the best of my abilities.
- If elected, I agree to complete continuing credit union training relevant to my elected position so I may fulfill my fiduciary responsibilities to the membership.
- I understand that UNCLE Credit Union will retain this application whether or not I qualify, with the understanding that it will be held in the strictest confidence.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Duties and Responsibilities:  
UNCLE Credit Union Volunteer Officials**

Board of Directors:

The Board of Directors is responsible for directing and controlling the affairs of the Credit Union. Members are elected to fill a three-year term and they are expected to contribute a minimum of at least five hours per month in service to the credit union and a minimum of twenty hours a year in credit union education.

**Sample Candidate Statement**

*Joan Doe has been a member of UNCLE Credit Union for six years. She is currently employed by ABC Technology Advancement Solutions in San Ramon, where she has been the Vice President/Controller for the past eight years.*

*Joan functions as the chief accounting executive responsible for organizing, directing and controlling the work of the accounting personnel in collecting, summarizing and interpreting financial data for the use of management, creditors, investors and taxing authorities. In addition, she directs budget and cost controls and accounting practices.*

*As a member of her company's management team, Ms. Doe helps develop forecasts for proposed projects of the organization, measures actual performance against operating plans and standards and interprets the results of operations for all levels of management.*

*Ms. Doe received her Bachelors Degree in Finance from the University of Livermore and is pursuing her Masters in Business Administration part-time at the University of Pleasanton.*

*Ms. Doe has lived in Dublin for the last four years. Aside from volunteering her time to benefit various charities, she has served as PTA Vice President for her children's school for the past three years and was recognized last year with the Outstanding Service Award.*

*Joan believes that she can faithfully serve and perform her duties as a Director of the Board due to her years of experience in finance at the senior management level, handling her family's household finances, as well as being an established member of UNCLE Credit Union, an active citizen of the community, and a respected PTA Vice-President.*

**SAMPLE PETITION  
PETITION TO STAND FOR ELECTIVE OFFICE OF  
UNCLE CREDIT UNION  
BOARD OF DIRECTORS**



We, the undersigned, certify that we are eligible voting members of UNCLE Credit Union and request that \_\_\_\_\_ be listed on the ballot for the 2025 annual election.

(petitioning member)

	<b><u>Name (please print)</u></b>	<b><u>Signature Required</u></b>	<b><u>Date</u></b>	<b><u>Member Number</u></b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____

**PER BYLAWS, THREE HUNDRED AND FIFTY (350) SIGNATURES ARE NEEDED FOR A PETITION TO BE ACCEPTED BY THE NOMINATING COMMITTEE**