September 2025

RICHMOND HERITAGE FEDERAL CREDIT UNION
APPLICATION FOR BOARD NOMINATIONS

Dear Member:

Thank you for your interest in serving on the Board of Directors of the Richmond Heritage Federal Credit Union. If, after reviewing the enclosed information, you are interested in being a candidate, please complete and sign the enclosed Application for Board of Directors and the Board of Directors Disclosure and Agreement form.

The application packet must be received by the Nomination Committee by **5:00 p.m. on October 15, 2025**. Please submit your application packet by one of the following methods:

- Mail to Tonji Coleman, 50 W Commerce Rd. Richmond, VA 23224
- Hand-deliver directly to Richmond Heritage FCU at 50 W Commerce Rd., Richmond, VA 23224
- Or E-mail the completed packet to nomcom@richheritage.org.

The Nominating Committee will contact you for an interview if you are selected for further consideration. Candidates not selected will be notified. Election results are announced at the Richmond Heritage Federal Credit Union's Annual Meeting to be held on Saturday, November 15, 2025, 12:00 p.m. at our credit union located at 50 W Commerce Rd. Richmond, VA 23224.

Thank you for your interest in serving as a volunteer in your Credit Union.

Sincerely,

Darrell Tyler
Chairman
Richmond Heritage Federal Credit Union

To arrive at the best-qualified slate of candidates, the Nominating Committee asks that you provide the following information. The Committee will evaluate all available information from those interested and will consider the following factors:

- ✓ Motivation and willingness to serve and donate time.
- ✓ Any special skills an individual may have that would benefit the credit union.
- ✓ Financial management skills and experience
- ✓ Experience on other organizational governing boards
- ✓ Ability and willingness to use current communication technology.

Responsibilities of Board Members:

1. Attendance at Board and Committee meetings (as assigned) is expected. Directors can miss no more than three (3) consecutive monthly meetings or a total of four (4) meetings within a year (starting January of the following calendar year to December of that same year). The Board Chairman may waive any of the requirements stated above for medically related absences or other extenuating circumstances.

2. Satisfy the minimum financial literacy training required by the National Credit Union Administration (NCUA) within six (6) months of taking a seat on the board.

3. Become able to assess the financial condition and operational quality of the credit union.
   - ✓ Ability to read and interpret financial statements.
   - ✓ Basic understanding of laws governing the credit union.
   - ✓ Knowledge of risk measurement.
   - ✓ Knowledge of and commitment to the credit union philosophy.
   - ✓ Familiarity with asset liability management, lending & collections, and marketing concepts.
   - ✓ Ability to commit enough time to successfully complete all of the duties and responsibilities of a board member.

4. Participate fully in the determination of policies, monitor financial performance, give full attention to problems affecting the credit union, and vote on all issues proposed for board action. Ensure that any and all actions taken are within the guidelines and regulations set forth by the National Credit Union Administration.

5. Maintain a good credit history.

All nominees must be 18 years of age or older and meet a minimum share balance of $50.00. Anyone who has a criminal record, a bad credit record, or a delinquent account with Richmond Heritage will not be eligible for election. A credit check will be completed on the final nominees before his/her name is placed on the ballot. Persons with a poor credit history will not be nominated.

Richmond Heritage™
FEDERAL CREDIT UNION

PLEASE PRINT OR TYPE

NAME ____

EMPLOYER/TITLE OR DEPARTMENT____

TELEPHONE NUMBER (WORK) ____________________________ (CELL) ____________________________

NUMBER OF YEARS OF MEMBERSHIP AT RICHMOND HERITAGE _________________________________

EMAIL ADDRESS ____

1. Ballot Statement: Personal statement, your qualifications, and why you would be the best candidate for election. This statement may not exceed 275 words and will be used on the ballot if you are selected as a candidate.

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2. Please list any relevant or special skills you can bring to the board (particularly with basic finance). For example, the nomination committee commonly (but not exclusively) looks for nominees with some experience in leadership/management, previous boards, financial oversight, housing or mortgage experience, a level of comfort with legal terminology, regulatory affairs, and the utilization of data.

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3. List any governance, association, advisory, or supervisory Board position you currently hold or have held within the last five (5) calendar years. Include role, position, or committee, organizations, groups, etc., of which you are a member.

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4. Are you aware of any conflicts of interest that would prevent you from serving on the Board of Richmond Heritage FCU (i.e., immediate family member employed by Richmond Heritage FCU, director or employee of a competing business or organization, etc.)?

☐ YES ☐ NO

Account Number ____________________ Social Security Number _________________

If elected, the Board member will be required to sign and adhere to the requirements outlined in the Board of Directors Disclosure and Agreement. A copy of the Agreement can be made available upon request.

This form should be completed and submitted to: Richmond Heritage Federal Credit Union, ATTN: Nominating Committee, 50 W Commerce Rd. Richmond, VA 23224

Or by email to:

nomcom@richheritage.org.

The Deadline to apply: October 15, 2025.