Dear Applicant:

Thank you for your interest in becoming a Volunteer Board Member of the Equitable Federal Credit Union. Attached are the following:

- Application to serve as a Credit Union Board Member
- Sample Candidate Statement
- Board Member Duties and Responsibilities Policy
- Official Petition for Nomination

Credit Union members may seek election to open positions for the Board of Directors via one of the following methods:

1. Any member 18 years or older who is a member in good standing, and a member for at least three (3) months, **may apply** for nomination by submitting the enclosed “Application to serve as a Credit Union Board Member” to the Nominating Committee. All applications and candidate statement information are due to the Credit Union by July 31. Please understand that the application process does not guarantee the applicant’s nomination. The Credit Union Nominating Committee will review all applications and may contact candidates for an interview before completing the nomination process. The final decision rests with the Nominating Committee.

2. Any member 18 years or older who is a member in good standing, and a member for at least three (3) months, **may be nominated** by obtaining the signatures of one (1)% of Credit Union membership, as of August 31. All petitions and candidate statement information are to be returned to the Credit Union by July 31. Submission of a valid petition guarantees the applicant’s inclusion as a candidate for a Director position.

Please direct all mail as follows:

Equitable Federal Credit Union  
c/o Nominating Committee  
1889 Brittain Road  
Akron, OH 44310

If dropping off the information at the Credit Union office, please insert all forms in an envelope addressed to the “Nominating Committee”.

Thank you for your interest in becoming a Volunteer Board Member for Equitable Federal Credit Union. If you have any additional questions regarding the application or petition process, please write Equitable Federal Credit Union Nominating Committee at the address above or contact the President of the Credit Union.
APPLICATION TO SERVE AS A CREDIT UNION BOARD MEMBER

Please attach a copy of your resume with this application.

BIOGRAPHICAL DATA

Name ____________________________________________________________

Address __________________________________________________________

Phone ____________________________________________________________

City, State & Zip __________________________________________________

E-mail Address ____________________________________________________

EMPLOYMENT

Employer __________________________________________________________

Supervisor’s Name ________________________________________________

Address __________________________________________________________

Business Phone ____________________________________________________

City, State & Zip __________________________________________________

Date Hired ________________________________________________________

Present Title & Occupation __________________________________________

Primary Duties _____________________________________________________

__________________________________________________________________________________________

COMMUNITY SERVICE

Do you now or have you ever held a position:

With any other credit union? □ Yes □ No (If yes, please complete the following):

Credit Union Name _________________________________________________

Position __________________________ Dates ____________________________

Description of duties, responsibilities or experience: ________________________________

__________________________________________________________________________________________

With any other financial institution: □ Yes □ No (If yes, please complete the following):

Name ____________________________________________________________

Position __________________________ Dates ____________________________

Reference __________________________________________________________

Phone ___________________________________________________________

Date Hired ________________________________________________________

Description of duties, responsibilities or experience: ________________________________

__________________________________________________________________________________________

Any other experience you would like to share: (Ex: Church treasurer, member of organizations, etc.)

__________________________________________________________________________________________

__________________________________________________________________________________________
PERSONAL STATEMENT

Why do you wish to become a volunteer Board Member for Equitable Federal Credit Union?

__________________________________________________________________________________________

__________________________________________________________________________________________

How do you feel you can contribute as a Board Member?

__________________________________________________________________________________________

__________________________________________________________________________________________

Do you know of any reason why you would not continue to be a member of Equitable Federal Credit Union during the next three years?

__________________________________________________________________________________________

__________________________________________________________________________________________

CANDIDATE STATEMENT

Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of Equitable Federal Credit Union as part of our election process.

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Certification

I certify that the information in this application is true and correct and I authorize you to investigate and verify any of the information.

I authorize you to gather whatever employment information you consider necessary and appropriate.

I authorize you to perform a consumer credit report from a reputable credit reporting agency and a criminal background check on me as you consider necessary and appropriate.

I understand that you will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence.

_____________________________________________________________ ________________________
SIGNATURE          DATE
Board Member Duties and Responsibilities Policy

Each member of the Equitable Federal Credit Union Board of Directors is elected by the membership to serve a three-year term; or, a remaining term of a previous director. The Board sets the general direction of the credit union and oversees Management in the operations of the Credit Union. The Board shall be responsible for the general oversight and final decision-making authority over the affairs, funds and records of the Credit Union in accordance with applicable law, the Articles and the Bylaws.

Basic Responsibilities
1. Make strategic decisions regarding the course of action for the Credit Union by establishing goals, objectives, formulating policies and approving services.
2. Review all policies annually
3. Hire, monitor and evaluate the Credit Union President.
4. Approve pay practices and benefits for Credit Union staff with guidance from management.
5. Participate in committees as appointed by the Board Chair.
6. Ensure Credit Union meets all federal and state regulations and guidelines.
7. Maintain, review and update Credit Union Bylaws.
8. Maintain the confidentiality of all Credit Union business and information received.
9. Attend and actively participate in monthly Board Meetings and the Annual Strategic Planning Session.
10. They must administer the affairs of the credit union fairly and impartially and without discrimination in favor of or against any particular member.

Duties:
1. A Board Member must carry out the duties in good faith, in a manner reasonably believed to be in the best interest of the membership, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
2. Thoroughly review Board information prior to each Board Meeting.
3. Fulfill yearly educational requirements (see Education Requirements)
4. Be aware of state and federal political issues regarding the credit union movement.
5. Disclose possible conflicts of interest and refrain from voting on issues related to the conflict.
6. Attend monthly Board Meetings (see Required Meetings)

Board Member Qualifications:
1. Must be a member in good standing with Credit Union.
2. Must be at least 18 years of age.
3. Must be a member of Credit Union for three (3) months.
4. Must be bondable by CUNA Mutual Group.
5. Must authorize a Criminal Background Check and Credit Check.
Educational Requirements
1. A Board Member must have a certain base level of financial skills, consistent with the size and complexity of the credit union operation they serve. At a minimum, they must have the ability to read and understand the credit union's balance sheet and income statement. If they do not have these skills when elected or appointed, they must obtain these skills in a timely manner (within 6 months). The Credit Union will make available the appropriate training to enhance the financial knowledge of the Board Member.
2. Education programs designed for the Board of Directors that are sponsored by the League or other association the Board Chair feels necessary.
3. One or more Chapter Meeting per year

Required Meetings:
1. Monthly Board Meeting – currently held on the third Tuesday of each month in the Credit Union’s meeting room. The meeting begins at 10:30 a.m. and lasts approximately 1-2 hours. Each director must attend a minimum of ten regular monthly Board Meetings per year. Attendance via a conference call is allowed. If more than two meetings are missed, the Board Chairperson will contact the Board Member to discuss absenteeism.
2. Annual Meeting of the membership: generally held in July or August.
3. Annual Planning Session: an afternoon-evening session normally held a weekend in May or June.
4. Other assigned committee meetings: generally held in the Credit Union Meeting Room. Meetings vary depending on the specific committee.
5. Exit reviews by examiners are not required, but attendance is highly recommended.

Personal Liability:
The Credit Union carries Directors’ and Officers’ Liability Insurance. This policy protects Credit Union’s directors, volunteers and employees from liability arising out of their duties performed for the Credit Union.

I understand that all loans I receive from Credit Union must be approved by the Board.

I have read and understand the Board Member Duties and Responsibilities Policy. I agree to be bound to all requirements applicable to my duties as a board member. If during my term of office I find that I cannot devote sufficient time to Credit Union business and fully comply with the outlined duties and requirements, I will resign.

(Each board member will be asked to review and sign this policy annually.)