



## Qualifications and Training Standards for Officials - Board of Directors

### Job Description:

The following will be considered the job description for a Credit Union Director.

### Specific Duties and Responsibilities:


- Maintain confidentiality of credit union business.
- Meet educational requirements established by the Board.
- Attend and actively participate in monthly board meetings and planning sessions.
- Participate on any committees, as requested by the Board.
- Review and approve all monthly reports and financial statements.
- Hire and evaluate the President / CEO.
- Set and approve compensation and benefits policies.
- Set all policies regarding investments, loans and savings, and ensure that they are being adhered to.
- Determine and approve appropriate member services.
- Assure that the credit union meets all federal and state regulations and guidelines.
- Keep up-to-date on financial, legal and service oriented objectives related to promoting the welfare of the credit union.
- Maintain, review, and update credit union By-laws.
- Monitor activities of the Supervisory Committee.

### Qualifications and Requirements:

In an effort to maintain high standards for our Directors, Community 1<sup>st</sup> Credit Union has established the following minimum competency standards for serving on the Board of Directors.

- All candidates for the Board of Directors will complete an application (see attached) and will sign a written agreement to serve (see attached).
- Unless reasonably excused by the board, a director shall no longer serve as director if they are absent from more than twenty-five percent of the regular board meetings.
- All Directors will meet the training requirements of the credit union.

**Please submit your completed applications to [alison.cory@myc1cu.com](mailto:alison.cory@myc1cu.com) or for questions, contact Alison Cory at (253) 722-5212, ext. 1170.**

HEADQUARTERS: 955 Ross Loop, Ste. 100 •  P.O. Box 870, DuPont, WA 98327 • P (253) 722-5212 • P (800) 247-7328 • F (253) 476-4807



**COMMUNITY 1<sup>ST</sup> CREDIT UNION**  
***Application for Volunteers***

Please provide a small paragraph explaining why you are interested in volunteering for Community 1<sup>st</sup> Credit Union?

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Signature of Applicant: \_\_\_\_\_

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



## COMMUNITY 1<sup>ST</sup> CREDIT UNION

### Written Agreement to Serve

I do hereby wish to indicate my intention to serve on the Board of Directors of the Community 1<sup>st</sup> Credit Union, and to acknowledge my acceptance of the conditions listed below:

- I have a strong desire to be of service to my fellow credit union members.
- I set great value on confidentiality.
- I will be expected to become familiar with the policies of this credit union and the duties and responsibilities of a Director.
- I will act in a manner so as to promote and protect the best interests of the credit union and its members.
- I will serve without pay.
- I am willing to use personal time to increase my knowledge of the credit union movement, which may include attending educational conferences.
- I am willing to attend board meetings.
- I will avoid conflicts of interest.
- I will be responsible for helping set policy, but I will not be involved with the day-to-day operations.
- In the event I should ever file a petition in bankruptcy, or cause the credit union any type of loss, it will be necessary for me to immediately resign my position on the credit union Board of Directors.
- I authorize the Board of Directors to submit my name to check for Bondability.


Have you ever caused Community 1<sup>st</sup> Credit Union a loss? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you bondable? \_\_\_\_\_

\*I promise that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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