

TITLE: Director

REPORTS TO: Members

SUPERVISES: Chief Executive Officer (CEO)

PREREQUISITES

These are outlined in the By-Laws and a candidate cannot be considered if he/she does not meet these prerequisites as a minimum.

- The candidate must be at least 21 years of age
- The candidate must be a citizen of the United States of America
- **Must be a member in good standing with the credit union as defined in Article IV section 4.2 of the By Laws.**
- **Must be bondable.**
- **Must never have filed bankruptcy**
- **Cannot be related to a member of the credit union staff or another board member**

SUMMARY OF ACTIVITIES:

The primary responsibility of a director is to:

- Carry out his or her duties as a director in good faith, in a manner such director reasonably believes to be in the best interests of the membership of the credit union as a whole, and with the care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances
- Administer the affairs of the credit union fairly and impartially and without discrimination in favor of or against any particular member.
- At the time of election or within a reasonable time thereafter, not to exceed twelve months, have at least a working familiarity with basic finance and accounting practices, including the ability to read and understand the credit union's balance sheet and income statement and to ask, as appropriate, substantive questions of management and the internal and external auditors; **and**
- Direct management's operations of the credit union in conformity with the requirements set forth in the applicable laws, State regulations, policies of the credit union and sound business practices.

SPECIFIC DUTIES & RESPONSIBILITIES

The usual duties of a board member are described below. Additional duties may be required from time to time.

Jointly with other board members

- Work with the CEO to develop vision and short-and long-range planning objectives that meet the needs of members, reflect credit union philosophy and assure sound operation.
- Approve plans, policies and budgets.
- Monitor implementation of plans, policies and budgets.
- Hire, supervise and evaluate the chief executive officer.
- Monitor financial condition and ensure continued sound operation.
- Authorize and ensure adequate reserves.

- Set policy guidelines for rates and fees.
- Declare dividends.
- Develop/approve policies for all products, services and areas of operation.
- Ensure implementation of policies by staff.
- Ensure compliance with bylaws and applicable state and federal laws and regulations.
- Ensure effective risk recognition and control in all areas, including insurance, bonding and contingency plans for emergencies.
- Ensure the implementation of and compliance with internal controls and security program to protect member funds and credit union assets.
- Authorize borrowing and investing.
- Ensure adequate ongoing education for volunteers and staff.

As an individual

- Attend monthly board and committee meetings, annual membership meeting, and special membership meetings and annual business planning weekend.
- Have regular access to a reliable internet connection and be proficient in the use of email for communication.
- Read/evaluate monthly financial reports and other board materials before meetings.
- Provide input and participate in decisions of the board.
- Represent the credit union to the community.
- Promote the credit union and its services as appropriate in day-to-day interactions.
- Complete any training necessary to meet the financial literacy standards required under NCUA Regulations Part 701.4, and comparable state regulation, if any

KNOWLEDGE/ABILITIES REQUIRED FOR SUCCESS

This list of Knowledge / Abilities defines the things that will help a board member carry out his /her responsibilities. Board members may not have all of these when appointed but should commit to increase their Knowledge/ Abilities as needed within a reasonable time after being named to the board.

- Understanding of and commitment to credit union philosophy.
- Ability to read and interpret financial statements.
- Working familiarity with basic finance and accounting practices, including the ability to read and understand the credit union's balance sheet and income statement and to ask, as appropriate, substantive questions of management and the internal and external auditors. Ability to interpret financial statements, including the credit union's balance sheet and income statement.
- Basic understanding of laws governing credit unions.
- Familiarity with funds management and asset/liability management concepts.
- Familiarity with lending and collections.
- Familiarity with marketing concepts.
- Knowledge of risk measurement and management.
- Ability to work as part of a team.
- Strong oral communication skills.
- Business skills helpful.

TIME COMMITMENT

- 4-6 hours/month to prepare for and attend scheduled board meeting;
- 2-3 hours/year for annual membership meeting;
- Average of 8-10 hours/year for ongoing education (more for new directors);
- 1 weekend/year for planning retreat;

- Plus additional time as needed for committee assignments, special tasks, special membership meetings and chapter or league involvement.