



Dear Applicant:

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

- Nomination Form
- Sample Candidate Statement
- Board Member Duties and Responsibilities Policy

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

- Any member 18 years or older who has been a member for at least three (3) months and in good standing with the Credit Union may apply for nomination by submitting the enclosed "Nomination Form" to the Nominating Committee. All applications and candidate statement information are due to the Credit Union by May 8, 2023.
- Any member 18 years or older who has been a member for at least three (3) months and in good standing with the Credit Union may be nominated by petition. The candidate must obtain 1% of the membership base signatures to qualify for the ballot. A minimum of 25 and a maximum of 250 member signatures is required. Petitions are due by May 8, 2023.

Please direct all mail as follows: Chivaho FCU, Attn: Nominating Committee, 190 N Bridge St, Chillicothe, OH 45601

If dropping off the information at a Credit Union branch, please insert all forms in an envelope addressed to the "Nominating Committee".

**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.**

Thank you for your interest in becoming a Volunteer Board Member for Chivaho Federal Credit Union. If you have any additional questions regarding the application or petition process, please write to the Chivaho FCU Nominating Committee at the address above or contact the President of the Credit Union.



TO: President, Chivaho Federal Credit Union Board of Directors

DATE: \_\_\_\_\_

- Recommendation for Board of Directors by Appointment
- Self- Nomination for the Board of Directors
- Nomination by Nominating Committee

**PERSONAL INFORMATION**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Home Phone: \_\_\_\_\_
- Cell Phone: \_\_\_\_\_
- Employer/Position \_\_\_\_\_

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Signature of person nominating or recommending appointment

I would like to be considered a candidate for a three year term on the Chivaho Federal Credit Union Board of Directors. I realize that I must be a member in good standing to be eligible to serve as a committee member.

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



**Please provide a candidate statement of not more than 250 words describing your experience and background related to becoming a Volunteer Official for Chivaho Federal Credit Union. Please return your candidate statement along with your completed Nomination Form. Below is an example of a candidate statement.**

#### **SAMPLE CANDIDATE STATEMENT**

James Wheeler is currently employed by Acme Engineering, where he has been the Chief Operations Officer for the past ten years. Mr. Wheeler received his Bachelor's Degree in Civil Engineering from the University of California at Davis. Aside from volunteering his time to benefit Habitat for Humanity and United Way, Mr. Wheeler has served on the Board of Directors for several local organizations including the Sonoma County Hispanic Chamber of Commerce and the Volunteer Center of Sonoma County. Other organizations Mr. Wheeler has been involved with include the Salvation Army and the Sonoma County Council on Aging.





## CHIVAHO FEDERAL CREDIT UNION BOARD OF DIRECTORS

### DUTIES AND RESPONSIBILITIES

The Board of Directors provides governance for the Credit Union in the following manner: plans the credit union's strategic direction; ensures the mission of the Credit Union is carried out; to set policies; implement sound business practices which ensure the safety of the credit union; observe all applicable federal and state laws, and credit union bylaws.

The specific duties and responsibilities of the Board are to:

1. Attend all regular, special meetings and planning sessions of the Board of Directors. Regular Board Meetings are held on the fourth Wednesday of each month. Special meetings of the Board may be called at the request of three (3) directors.
2. Complete annual required training in the following areas; Bank Secrecy Act, USA Patriot Act, Credit Union laws and Regulations, Board Leadership and Financial Ratios. Obtain other training as needed.
3. As policy dictates, determine and declare dividend rates, terms, maximum share limits and types of accounts.
4. As policy dictates determine the rates, maturities, security requirements, terms and conditions for all loans granted by the Credit Union.
5. Determine policies relating to the granting and appropriate collection of loans and authorizes the charge-off of uncollectible loans.
6. Authorize all appropriate borrowing on behalf of the Credit Union,
7. Authorize the appropriate deposit and investment of funds.
8. Approve the Annual Operating Budget.
9. Annually review and approve all policies.
10. Amend the Credit Union's bylaws as appropriate.
11. Hire and evaluate the performance and determine the compensation of the CEO. Set compensation ranges for staff positions.
12. Appoint the members of the Supervisory Committee.
13. Appoint a Membership Officer. Security Officer and committees as necessary to effectively operate the Credit Union.
14. Determine the surety bond needs of the Credit Union annually. Ensures that appropriate persons are bonded in accordance with applicable laws and regulations.
15. Evaluate and determine security needs and establishes a records retention program.
16. Maintain all business affairs and the affairs of its members in a confidential manner, and refrain from any relationship which would create conflict of interest with regard to the Credit Union.
17. Fill vacancies on the Board and Supervisory Committee; appoint alternates to act in the absence of a regular member of those committees.
18. Act as a positive ambassador for the Credit Union and its services.
19. Facilitate the Annual Meeting of the membership and present a report of the Board of Directors activities.

Position Qualifications:

- Must be a member in good standing. No delinquent history on any credit union loan
- Must be at least 18 years of age
- May not currently be an employee of the Credit Union
- May not have been dismissed for cause by the Credit Union
- May not have caused any monetary loss for the Credit Union
- Must be bondable and submit to a Criminal Background Check

Adopted by Board March 24, 2009