



Wauna Federal Credit Union

Own the Difference

VOLUNTEER APPLICANT INFORMATION PACKET

VOLUNTEER APPLICATION DEADLINE
Wednesday, December 30th, 2009

43rd ANNUAL MEETING
SATURDAY • March 6th, 2010 at 3 pm

Columbia County Expo/Fairgrounds
Pavilion
St. Helens, Oregon



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TO: WAUNA FEDERAL CREDIT UNION MEMBERS

There are 3 “three-year term” positions on the Wauna Federal Credit Union Board of Directors that will be filled by a vote of WFCU members attending the WFCU Annual Meeting on March 6th, 2010 at the Columbia County Fairgrounds Expo Center/Pavilion, St. Helens, Oregon.

ELIGIBILITY REQUIREMENTS:

A Candidate for the Board of Directors, a person must be a Wauna Federal Credit Union Member 18 years of age or older of good standing, who is not related to an employee of Wauna Federal Credit Union.

QUALIFICATIONS:

- Have a sense of loyalty and dedication towards Wauna Federal Credit Union.
- Have a basic knowledge of the credit union's services.
- Is willing to devote the necessary time and energy to organize and equip themselves with skills and information needed for the job required.
- Have the ability to use sound judgment, willing to accept responsibility, but able to make group decisions with fellow board members.
- Have a sense of open-mindedness and willingness to establish a working relationship with the credit union CEO.
- Have a diversity of skills, be a good communicator and be able to express ideas.
- Exhibit accomplishment, integrity and leadership in their profession.
- Be capable of handling criticism for making necessary, but unpopular decisions.
- Be a self-motivated, enthusiastic individual, who believes in the purpose and future of the credit union.
- Must maintain confidentiality.
- Must have access to the Internet.

The Nominating Committee requests that all persons applying for a Board position, and wish to be considered for a proposed slate of candidates, attend a personal interview with Committee members. Interview will be arranged by the committee and at a time and place that is convenient.



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BOARD OF DIRECTOR JOB DESCRIPTION

TITLE: Director
REPORTS TO: Members
SUPERVISES: Chief Executive Officer (CEO)

PRIMARY FUNCTIONS :

To provide governance for the credit union in the following manner: To set policy; plan the credit union's strategic direction; ensure the safety and soundness of the credit union; ensure the mission of the credit union, as defined in its mission statement, is carried out; maintain open communications with the members and staff; educate members on the credit union services; select the CEO and thereafter direct and review the CEO's progress in achieving goals and objectives; and report to the members as required by law.

SPECIFIC DUTIES :

1. Work with the CEO and other board members to develop goals and objectives for the credit union
2. Ensure the credit union adheres to pertinent laws, regulations, and sound business practices. By establishing boundaries within which the CEO may operate and establish operational policies.
3. Ensure the credit union maintains sound financial conditions and that the credit union's assets are protected against unauthorized borrowing and investing, by defining specific boundaries for the operation of the credit union. Provide for bonding and other security factors including internal control procedures. Approve interest rates, dividends, refunds, and loan and savings policies.
4. Establish BOD policies for the credit union's operational processes for all credit union programs and activities.
5. Ensure new products and services are developed as needed.
6. Approve the credit union's financial plan and goals.
7. Together the Board of Directors employs the chief executive officer; define the scope of his/her duties, review progress in attaining the prescribed goals and objectives, and setting the CEO compensation package.
8. Attend board and committee meetings, exercise independent judgment, and report to the members as required by law.



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BOARD POLICY REQUIREMENTS

Prior to appointment or upon election as an official of the credit union, new officials are expected to spend some time with the CEO/PRESIDENT to become acquainted with the structure of the Credit Union and to read available material, which will enable them to carry out their duties and responsibilities as an official. Enrollment in training courses and attendance at educational programs is expected of all Directors (**This will be covered during the interview**).

All newly elected officials are expected to attend the Organizational meeting that will be held within one week of the Annual Meeting (the date and time to be announced). Board officers will be elected at that meeting.

Newly elected officials are required to attend the Credit Union Association of Oregon's Educational Conference or another training session, approved by the Board of Directors, and to complete the "Board of Directors Duties and Responsibilities" module of the Volunteer Achievement Program (VAP) and the Philosophy Certification within 120 days of election or appointment. All Board members must complete a minimum of 3 VAP modules within 120-days, an additional 3 VAP modules within the first year and attend at least 6 hours of educational type meetings in addition to their regularly defined duties. Wauna Federal Credit Union will pay for any expenses.

The regular Board Meeting is held on the third Thursday of each month at 5:30 pm in Westport at the Training Center. Special meetings may be called by the Chair of the Board to attend to business in between the regular meetings.

Committee assignments may include: Strategic Planning, Policy, CEO/Evaluation, Buildings, Security, Scholarship, Volunteer Education and Recognition, Nominating, Finance, and others as needed.

Time Commitment: 15-20 hours per month, approximately

In addition to the open elected positions, the Chair shall appoint committee positions that may be open to credit union members, who are not on the Board of Directors.

The WFCU Supervisory Committee is one of those committees:

Qualifications: Have a background and/or experience in education, business, accounting, budgeting, financial management, etc. Experience may have been gained in a paid or volunteer position.

Responsibilities: The Supervisory Committee is WFCU's internal "watchdog". The Committee provides safeguards against fraudulent or careless operations. The Committee is responsible to periodically check records and to verify that they are maintained properly and is responsible for hiring an outside auditor to perform an annual audit of WFCU operations.

Time Commitment: 3-5 hours per month, approximately. The regular Supervisory Committee meeting is held the first Wednesday of each month at 6:00 pm at the Westport Training Center.



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APPLICATION FOR WFCU BOARD OF DIRECTORS

PLEASE COMPLETE THIS APPLICATION AND STATEMENT OF CONSENT AND RETURN IN A SEALED ENVELOPE TO ANY OF THE CREDIT UNION OFFICES BY CLOSE OF BUSINESS ON WEDNESDAY DECEMBER 30TH, 2009 OR MAIL (POSTMARKED BY DECEMBER 30TH) LABELED TO THE WFCU NOMINATING COMMITTEE, PO BOX 67, CLATSKANIE OR 97016 TO BE CONSIDERED FOR THE PROPOSED SLATE OF CANDIDATES.

Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Best time/phone # to contact: _____

Occupation/Employer: _____

Please consider the attached eligibility/qualifications/responsibilities and job description when responding to the following questions. You may attach a resume or other pertinent information you would like the committee to consider in their selection process.

Please submit a short biography of no more than 250 words with this application.

Length of Credit Union membership:

Education Background:

Employment Experience:

Are you bondable? Yes No Unknown



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Why are you interested in serving as a WFCU Board Member?

Board Experience (last 10 years):

Volunteer Activities (last 10 years):

Are you willing to commit the required time (approximately 15-20 hours per month), to attend to the Board duties (meetings and Committee assignments), participate in the yearly 2-day Strategic Planning Session, and complete the required education requirements?

Please list your References below: (one professional reference and two personal reference not relatives)

Name	Address	Phone	Years known



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PLEASE READ CAREFULLY BEFORE SIGNING:

I certify that the answers given on this application are, to the best of my knowledge, true and complete. I understand that if elected, I will be removed from office because of false statements contained in this document.

I understand that Wauna Federal Credit Union will be preparing my credit report and/or criminal history report and I authorize them to obtain consumer credit and/or criminal history information on me. I authorize my creditors and employers to release to Wauna Federal Credit Union all information necessary to complete said report. I further understand that use of a photocopy of this form may be necessary to verify one or more of my credit references. I authorize that use, and request of such a copy be honored fully. I certify that the facts and information in this form and any attachments are true and complete to the best of my knowledge.

I hereby acknowledge that I have read and understand the above statements.

Signature of Applicant

Date

For Further information please call
Wauna Federal Credit Union and a member of the Nominating Committee will return your call.

1-800-773-3236



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Advanced Reporting

Mortgage • Tenant • Employment

YOUR AUTHORIZATION

I understand that Advanced Reporting will be preparing my credit report and/or criminal history report and I authorize them to obtain consumer credit and/or criminal history information on me. I authorize my creditors and employers to release to Advanced Reporting all information necessary to complete said report. I further understand that use of a photocopy of this form may be necessary to verify one or more of my credit references. I authorize that use, and request of such a copy be honored fully. I certify that the facts and information in this form and any attachments are true and complete to the best of my knowledge.

Dated this _____ day of _____, 20_____.

Applicant Signature: _____

Print Applicant Name: _____

Any Other Names Gone By: _____

Social Security # : _____ - _____ - _____ Date of Birth: _____

Street Address : _____

City, State, Zip : _____

You are **REQUIRED** to provide all previous residences with the last ten (10) years. Please list below each residence along with the dates of residence. Please use a separate sheet of paper if necessary, including your signature.

Dates	Residence Address	City	State	Zip