

Volunteer Application



**Application Deadline:
November 20, 2015**



To: Wauna Federal Credit Union Members

Three “3 year term” positions for the Wauna Federal Credit Union Board of Directors are open for election.

Eligibility Requirements:

A candidate for the Board of Directors must be a Wauna Federal Credit Union member, 18 years of age or older, of good standing, and who does not have a potential conflict of interest due to a close personal relationship with an employee or official of WFCU.

Qualifications:

- Have a sense of loyalty and dedication toward Wauna Federal Credit Union.
- Have a basic knowledge of Wauna Federal Credit Union services.
- Willing to devote the necessary time and energy to organize and prepare themselves with appropriate skills and information required to meet the needs of the position.
- Use sound judgment, accept responsibility, and communicate effectively in a team environment with fellow board members.
- Willing to establish a professional working relationship with the C.E.O.
- Demonstrate a diversity of skills, be a good communicator, and express ideas effectively.
- Exhibit traits relating to accomplishment, integrity, and leadership in their profession.
- Be comfortable operating in an environment that may include criticism when unpopular, yet necessary decisions are required.
- Be enthusiastic and self-motivated, and believe in the purpose and the future of the Credit Union.
- Must maintain confidentiality.
- Must have access to the Internet.

The Governance Committee requests all applicants who wish to be considered for a proposed slate of candidates participate in a personal interview with Committee members. Interviews will be arranged by the Governance Committee that is convenient for all parties. Please plan to bring a digital picture of yourself to the personal interview for marketing publications that inform the membership about the elections.



Board of Director Job Description

Title: Director

Reports to: Members

Supervises: Chief Executive Officer (CEO)

Primary Functions:

The Board of Director's is responsible for maintaining the general direction and control of Wauna Federal Credit Union. The Board directs Wauna Federal Credit Union according to Federal Credit Union Act, NCUA regulations, established rules and regulations, and sound business practices. The Board establishes policies for WFCU. This includes designating depositories for WFCU funds, and identifying new or revised services to meet the financial needs of the members. The Board acts on behalf of the members to safeguard their money and to establish policies and programs that will lead to the financial well-being of WFCU members.

Responsibilities:

1. A sense of loyalty and dedication towards Wauna Federal Credit Union.
2. A basic knowledge of WFCU's service.
3. A willingness to devote the necessary time and energy to organize and equip themselves with skills and information needed for the job required.
4. The ability to use sound judgment, willingness to accept responsibility, and the ability to make group decisions with fellow board members.
5. A sense of open-mindedness and willingness to establish a relationship with WFCU's CEO/President.
6. A diverse set of skills, be a good verbal communicator and the ability be able to express ideas.
7. Accomplishment, integrity and leadership in their profession.
8. Capability of handling criticism for making necessary but unpopular decisions.
9. Self-motivation, enthusiasm and belief in the purpose and future of WFCU.



Board Policy Requirements

Prior to appointment or upon election as an official of the Credit Union, new officials are expected to meet in person with the CEO/ President in order to become acquainted with the structure of the Credit Union, and to read and understand available literature which will enable them to successfully fulfill their duties and responsibilities as an official. Enrollment in training courses and attendance at educational programs is an expectation for all Directors.

(This will be reviewed during the applicant interview.)

All newly-elected officials are expected to attend an official organizational meeting to be conducted within one week of the Annual Meeting (date and time to be announced). Board officers will be elected during this meeting. All members of the Board of Directors, newly elected or appointed, are strongly encouraged to complete within their first twelve months three Volunteer Achievement Program (VAP) modules plus an additional three VAP modules within their next twelve months. In addition to the above self-study courses it is recommended during their first twelve months they attend one of the industry conferences or conventions.

The regular board meeting is held on the third Thursday of each month at 12:30 p.m. in Westport at the WFCU Training Center. Lunch is at 12:00 p.m. Special meetings may be called by the Chairperson of the board to attend to business in between the regular meetings.

Committee assignments may include: Buildings, CUSO, Executive, Finance, Board Governance, CEO Evaluation, CEO Compensation and Policy and Bylaws.

Time Commitment: 15-20 hours per month, approximately

In addition to the open elected positions, the Chairman 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:

Duties: Members of the Supervisory Committee shall accept the responsibility to ensure ongoing reviews and audits to make sure that WFCU's records are maintained properly, honestly, and accurately; that policies established by law and by the BOD are carried out faithfully; and that member's assets are safeguarded and used according to the purposes of WFCU.

Time Commitment: 3-5 hours per month, approximately. The regular Supervisory Committee meeting is held the first Wednesday of each month at 12:00 pm at the Westport Training Center.



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 no later than the close of business on Thursday, November 20th, 2015** or mail to the WFCU Governance Committee, PO Box 67, Clatskanie, OR 97016 to be considered for the proposed slate of candidates. The election results will be announced at the 49th Annual Meeting March 5, 2016 at the Westport Community Church in Westport, Oregon.

Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____
Email: _____

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



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)

Name	Address	Phone	Years known



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.

In processing this application, Wauna Federal Credit Union may request that an investigative consumer report be prepared, which may include information as to my character, general reputation, police record, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigative report.

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

Signature of Applicant

Date



Please write a statement to the membership regarding why you wish to be a member of the Wauna Federal Credit Union Board of Directors. Please only write 200 words or less. The statement will be used for publications, marketing, the annual meeting, and the slate of candidates.



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