



**MOLOKAI COMMUNITY**  
FEDERAL CREDIT UNION

## BECOME A CREDIT UNION BOARD VOLUNTEER

*Make a difference and honor your community!*

**Our mission:**

Empowering our members to achieve financial freedom.

**Our vision:**

Ensuring our island's future by providing economic opportunity.

The Credit Union Nominating Committee is seeking applications from our members that desire to volunteer on the Board of Directors.

**How to apply:** If you are interested in volunteering to serve, please send your resume (if available) and an application to Rochelle Borden at [kealii1984@yahoo.com](mailto:kealii1984@yahoo.com). You may call her with any questions at 808.336.1698. You may also drop off the application at any branch. Applications are due 8/19 to be considered by the Nominating Committee for the 2022 election.

*Providing simple, easy access to financial services with a sense of belonging.*



## Board of Directors Criteria and Information

Thank you for your interest in serving on the Board of Directors! The success of our Credit Union and the credit union movement would not be possible without the dedication of our many volunteers.

**Board Positions-** There are two (2) Board positions open for the 2022 election and each vacancy shall serve a 3-year term. The Nominating Committee will nominate qualified members to be placed on the election ballot after they are interviewed and approved by the Board of Directors.

**Qualifications-** To qualify for placement on the ballot, applicants must:

- be 18 years of age or older as of January 1, 2022;
- be bondable;
- pass a credit and background check;
- be a member in good standing (Example: No outstanding delinquencies, charge-offs, etc.);
- live within the Credit Union's field of membership;
- not be an immediate family member of a Credit Union employee and/or Volunteer;
- not be a current or former employee of the Credit Union within the last 5 years. (If a former employee, you must have left in good standing.)

**In-Person Election Procedure-** The positions are filled by a simple majority vote of nominated members. Ballots will be available to members at the annual membership meeting, September 14th, at 6:30 pm. Floor nominations are allowed. The election results will be tallied at the meeting and the nominees receiving the highest number of votes will be confirmed as the new Directors. If there is only one nominee per position, no vote will be necessary, and the nominees will be elected by acclamation.

**Responsibilities-** Attend monthly board meetings virtually or in person. Maintains the strategic direction and control of the Credit Union. This includes guiding the organization to fulfill its purpose by setting policies which guide the Credit Union. Ensuring policies are implemented in accordance with the Credit Union charter, By-Laws, all applicable federal and state laws, sound business practices, and membership needs. The work of the board is serving as trustees for the member-owners in determining and demanding appropriate organizational performance. See a complete job description below.

### **Desired Skills and Abilities-**

- Willingness to accept responsibility.
- Ability to discern matters of confidentiality and apply ethical standards.
- Ability to give and receive constructive criticism.
- Curious nature with open mind.
- Ability to collaborate and think independently, making necessary but sometimes unpopular decisions.
- Decisive nature with sound judgement and appropriate risk taking.
- Comfort with and access to virtual meetings, email, electronic documents, and current technology.
- Willingness and access to complete online training.
- Ability to analyze industry information and evaluate trends and opportunities.

### **Disclosures-**

1. All application information is confidential.
2. Credit Union officials have a risk of liability. We provide Bond and Insurance coverage to protect the Officials and Credit Union in the case a matter of liability arises. We may also enter into indemnification agreements. However, there are some circumstances under applicable laws where such coverage may not be sufficient or available.
3. The Credit Union will complete a background check. This includes validating employment, pulling credit, and checking for criminal and other background information. If you request, the Credit Union will share the name and address of any credit bureau used.
4. If you are selected as a candidate, you may be required to complete a formal interview with the Board of Directors and/or the Nominating Committee.

# Volunteer Application



First and Last Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Employer and Position: \_\_\_\_\_

Reference Name and Contact Information: \_\_\_\_\_

Last 4 of CU Account Number: \_\_\_\_\_ Last 4 of Social Security Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Training or Experience as a Board member or relevant to governance and oversight:

Why do you want to volunteer? What skills can you offer the Board?

Please summarize your resume and interest for the ballot (limit 60 words):

## Signatures, Consents, Agreements

- *By signing below, I am hereby submitting my application and resume (if available) and understand that I am committing to share my time and talent.*
- *If elected or appointed to volunteer, I agree to fully comply with all laws, rules, regulations, and the Credit Union's Bylaws, as may be amended from time to time, which will be shared.*
- *I certify that the information provided on this form is true and correct and that I am a member in good standing.*
- *Molokai Community Federal Credit Union is hereby authorized to obtain a report on my credit history and complete a background check. I understand that I am entitled to know, upon request, the name and address of any credit bureau agency used.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Board of Directors – Job Description



## **Primary Objectives:**

Maintains the strategic direction and control of the Credit Union. Guiding the organization to fulfill its purpose by designing and approving strategic plans, business plans, and policies. Ensuring procedures enforce policies in accordance with the Credit Union charter, By-Laws, all applicable federal and state laws, sound business practices, and membership needs.

## **Specific Duties and Responsibilities:**

The work of the board is serving as trustees for the member owners in determining and demanding appropriate organizational performance. To distinguish the board's own unique work from the work of its staff, the board concentrates its efforts on the following work outputs:

- Serve as connection between the Credit Union and the member-owners.
- Clarify mission, vision, values, targeted outcomes, and risk tolerance/appetite.
- Define management boundaries/limitations and governance roles/responsibilities.
- Assure organizational performance.
- Comply with rules, policies, By-Laws, and external regulations pertaining to the Board.
- Comply with attendance requirements - Three unexcused absences within a rolling 12-month period, will result in automatic dismissal. (Regular Board Meetings are normally held the last Monday of the month at 5:00 pm.)
- Attend annual membership meeting. Elect a Chair, Vice-Chair, Secretary and Treasurer annually. (Within ten days of election at Annual Membership meeting.)
- Hire and hold the General Manager accountable including annual performance reviews.
- Appoint Supervisory Committee.
- Faithfully review and respond to correspondence/reporting pertaining to Credit Union matters.
- Complete initial and ongoing training.
- Review materials and come prepared to meetings.
- Approve policy and review annually.
- Serve on Committees as needed.