

# Volunteer Opportunities



## Be a member. Not a number.

### How to Become a Volunteer

#### Becoming A Volunteer

Volunteering to serve on your credit union's Board of Directors can be an extremely rewarding experience. You may find that representing your fellow credit union members not only benefits them but will provide you with valuable knowledge for years to come.

#### About Credit Unions

Credit Unions are a not-for-profit cooperative that help its members to realize their financial goals and dreams. Members are considered to be "owners" of the credit union and as such elect other members to serve on the Board of Directors. It is the Directors responsibility to set credit union policies, objectives and long term goals which are considered vital in the health and well-being of Educational Community Credit Union. Once elected, Directors have the opportunity to share their business experiences, leadership skills and management capabilities in a team effort.

#### Who Is Eligible To Become A Credit Union Volunteer?

Running for a vacant Board position simply requires you is to be a member in good standing. You need to complete the application for the volunteer position. Each year the Board will appoint a nominating committee who will seek a list of nominees for the volunteer positions available and submit their information on the ballot. The membership will then vote in an election.

#### If Elected, How Long Do I Serve?

Directors are elected to a (3) year term and may run for re-election should they so desire. The Nominating committee may not nominate a Director who has served four consecutive full terms (12 years).

#### Meetings

The primary meeting of the Board of Directors is once per month. The meeting is held on the 4th Tuesday in the evening hours after 5:00 p.m. and takes one (1) to two (2) hours. There are times however when special meetings are necessary and can be called during the day or evening. Director meetings are extremely important and must be taken seriously and as such must be given a high priority in one's schedule. Critical information is shared at each and every meeting and only through your attendance can you expect to make intelligent decisions for the credit union.

#### Compensation

There is no compensation given, thus the literal meaning of "VOLUNTEER". There can be minimal traveling involved while conducting credit union business and as such the Board has authorized reimbursement on such items as: hotel, meals, mileage and other travel related expenses to those participants in attendance.

## Would I Make A Good Credit Union Volunteer?

Volunteers must maintain a balanced focus on serving member needs while preserving the financial strength of the credit union. Below are some important factors to consider "prior" to becoming a volunteer:

- Be familiar with credit union products and services.
- Understand the economics and social conditions affecting the credit union.
- Be committed to attending both scheduled meetings and educational programs offered by ECCU.
- Be a member in good standing and utilize ECCU for your primary financial accounts.
- Act as an ambassador for your credit union. Pay attention to the needs and wants of fellow members as well as the community at large, and report your findings to credit union management.
- Always put the credit union first. The safety and soundness of ECCU should come before any personal agendas.

## What Responsibilities Would I Have?

The primary responsibility of a Director is to safeguard the member's financial assets and to meet our member's needs in terms of product and services. Directors develop a road map of priorities (strategic planning) for management and staff to follow. Directors set policy in such areas as: lending, collections, and investments just to name a few.

### BOARD OF DIRECTOR DUTIES

- Formulate board policies.
- Carry out strategic planning and management.
- Hire, direct, appraise, and dismiss (when necessary) the President.
- Delegate operational matters (policies and procedures) to the President.
- Respond in a timely manner to audit reports and regulatory examinations.
- Plan for management succession and be prepared in the unplanned absence of key employees.
- Appraise its own performance by providing a mechanism for directors to appraise themselves.
- Perform other duties as outlined in the law, the regulations, and the bylaws.

### SUPERVISORY COMMITTEE DUTIES

- Committee's primary objective is the examination and evaluation of the adequacy and effectiveness of internal controls and the quality of performance in carrying out assigned responsibilities.
- Determines the reliability and integrity of financial and operating information.
- Determine compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports.
- Oversee the work of external auditors to assure that proper levels of independence and objectivity are maintained.
- Attend and participate at Board Meetings and credit union functions to enhance their ability to monitor activities and decisions.
- Handles members' written questions and complaints relating to transactions and compliance after management has had the opportunity to handle it.

## O.K. How Do I Volunteer?

Serving as a credit union volunteer is a highly responsible and challenging position, which brings about tremendous satisfaction in the helping of others. To volunteer for your credit union simply call (417) 485-3661 and ask for the Vice President, Anita Cooke or complete this Volunteer Application Form and **return it to the credit union by Monday, March 26, 2018.**





**Application for a Volunteer Position**  
Educational Community Credit Union

Name: \_\_\_\_\_ Position Desired: \_\_\_ Board \_\_\_ Supervisory Comm.

Address: \_\_\_\_\_ City, St, zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Educational Community Credit Union (ECCU) Membership Account #: \_\_\_\_\_

Educational Community Credit Union policy concerning Volunteers is contained in our Board Policies and it has been reprinted and attached for your convenience. This application form is designed for the purpose of:

1. Alerting the nominating committee of your candidacy in the upcoming mail ballot election;
2. Highlighting your qualifications regarding your background and/or your experience;
3. Confirming your commitment to regularly attend and actively participate in meetings, if elected.

➤ Describe your length of affiliation and any volunteer position you have held with ECCU: \_\_\_\_\_  
\_\_\_\_\_

➤ Highlight accomplishments that would contribute to your qualifications as a director or committee member (examples might be work experiences, educational background, seminars, or special courses): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ In 50 words or less, state your primary reasons for seeking this volunteer position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If elected as a member of the Board of Director or the Supervisory Committee, I agree to place the best interest of all ECCU Members first. I will be pro-active in supporting the credit unions purpose, and objectives. I will abide by the ECCU's Policies, Bylaws, Missouri State Law, and regulatory rules/regulations. I understand that meetings are held regularly (monthly) and notice is usually distributed in advance of the meeting. I also understand that attendance and participation is essential to ECCU's success.

\_\_\_\_\_  
**Candidate's signature**

\_\_\_\_\_  
**Date**