

**Policy of Holy Rosary Credit Union
Qualifications, Training Standards And
Travel Policy for Elected Volunteers
Adopted: October 29, 2011**

Purpose

Holy Rosary Credit Union is aware that volunteers are the backbone of the credit union movement. They are responsible for the success or failure of credit unions and they are what make credit unions unique.

Attracting good volunteers to Holy Rosary Credit Union, herein after also referred to as "Credit Union", is essential for our continued success. To do this the Credit Union will:

- a) Use a Nominating Committee and petition process before elections.
- b) Recruit individuals with specific skills to meet our needs.
- c) Use testimonials from past or present volunteers to attract new ones.
- d) Recruit a diverse mix of people to reflect the diverse needs of our membership.
- e) Provide a list of responsibilities to help describe to new and prospective volunteers their responsibility role in the organization.
- f) Establish a Community Advisory Panel to help develop potential board members.
- g) Train committee members for future directors.

Policy

a) **New Volunteers**

Each new volunteer will be given either the CUNA's Credit Union Board of Directors, or the Supervisory Committee Handbook or Credit Committee Handbook to help with his/her orientation.

b) **Specific Duties and Responsibilities**

The following will be considered the specific duties and responsibilities of a Credit Union Director.

- i) Maintain confidentiality of Credit Union business.
- ii) Meet educational requirements established by the Board.
- iii) Attend and actively participate in monthly Board meetings and planning sessions.
- iv) Participate on committees, as requested by the Board.
- v) Review and approve all monthly reports and financial statements.
- vi) Hire and evaluate the President.
- vii) Set and approve compensation and benefits policies.
- viii) Set all policies regarding investments, loans and savings, and ensure they are being adhered to.
- ix) Determine and approve appropriate member services.
- x) Assure that the Credit Union meets all federal and state regulations and guidelines.
- xi) Keep up-to-date on financial, legal and service-oriented objectives related to promoting the welfare of the Credit Union.
- xii) Maintain, review, and update Credit Union By-laws.
- xiii) Monitor activities of the Supervisory Committee and Credit Committee.

The following will be considered the job description for a Credit Union Supervisory Committee Member.

- i) Maintain confidentiality of Credit Union business.
- ii) Meet educational requirements established by the Board.
- iii) Attend and actively participate in monthly Board meetings and planning sessions.
- iv) Participate on committees, as requested by the Board.
- v) Assure that the Credit Union meets all federal and state regulations and guidelines.
- vi) Keep up-to-date on financial, legal and service-oriented objectives related to promoting the welfare of the Credit Union.
- vii) Monitor and report on quarterly and annual audit reports received from the Credit Union's CPA firm.

The following will be considered the job description for a Credit Union Loan Committee Member.

- i) Maintain confidentiality of Credit Union business.
- ii) Meet educational requirements established by the Board.
- iii) Attend and actively participate in monthly Board meetings and planning sessions.
- iv) Participate on committees, as requested by the Board.
- v) Assure that the Credit Union meets all federal and state regulations and guidelines.
- vi) Keep up-to-date on financial, legal and service-oriented objectives related to promoting the welfare of the Credit Union.
- vii) Oversee and review the lending process, policies and procedures. Give approval or denial on loans as directed by the board.

Qualifications and Requirements

In an effort to maintain high standards for our elected volunteers, Holy Rosary Credit Union has established the following minimum competency standards for serving as a member of the Board of Directors, Supervisory Committee, Loan Committee.

- a) All candidates for the Board of Directors or Committees will complete an application as seen in Appendix A and will sign a written agreement to serve as seen in Appendix B and Appendix C respectively.
- b) All Directors and Committee members will be expected to earn the Volunteer Achievement Program (VAP) Basic Certificate within two years of being elected. (This will include completion of V01M, V02M, and V03M along with three courses from the appropriate learning track.) One additional module of the VAP or Volunteer Leadership Program (VLP) must be completed during each term of office thereafter.
- c) No past or current management and/or staff member may hold any elective office on Holy Rosary board of directors or committees.
- d) All Directors will be expected to attend at least nine of the twelve scheduled Board meetings each year.
- e) Both the Board and Supervisory Chairs will ensure the completion of these requirements.

Training Requirements

Directors and Committee will be expected to meet the training requirements of the Credit Union as prescribed above and Holy Rosary Credit Union understands the value of training and budgets annually for the training needs of its volunteers. It is understood that volunteers should be trained in funds management; duties and responsibilities; financial reports; state and federal regulations; current issues; and evaluation criteria of cost vs. service.

In order to accomplish these training requirements, each volunteer will receive the Credit Union Magazine published by CUNA and the Missouri Courier published by the Missouri Credit Union Association.

Each elected volunteer will be expected, but not required, to attend one training meeting per year. These meetings may include the Volunteer Leaders Conference, the Financial Management Institute, the Missouri Credit Union Association or CUNA Annual Meeting, or other National Director and Committee Conferences.

Associated Travel Expense

Each elected volunteer will be allotted a specific amount each year for travel. This amount will be all-inclusive of all submitted expenses with the Director or Committee Member being personally responsible for amounts exceeding the limit. Under this policy, the Credit Union will continue to pay normal volunteer expenses such as registrations, transportation, hotels, and meals as directed in the Business Expense Reimbursement Policy. The Credit Union will pay like expenses associated with spouse or significant other travel. Any group meal or function paid for, as a group, will be equally distributed to those in attendance at the function. After a final accounting of all expenses, the volunteer will be billed should those expenses exceed their annual limit.

There will be no limit on the number of trips per year as long as the allotment is not exceeded and the elected volunteer understands their personal responsibility. Occasionally, it may be in the best interest of the Credit Union for a volunteer to exceed their annual allotment. The Chairman will approve any expenses exceeding the allotment on an as needed basis. All expense reports should be submitted within 30 days following completion of the trip.

Before travel is scheduled, prior approval should be gained from the Board Chairman. Approval for travel by the Board Chairman should be gained from the Vice-Chairman. A form for this action is included as Appendix D.

After the annual budget process is complete, it will be the President's responsibility to give the volunteers guidelines as to the annual expense allocated for official travel.

When an elected volunteer attends a conference or meeting, it will be required that a written and/or verbal report be given at the next Board of Directors meeting.

Review

This policy statement shall be reviewed at least annually by the Board of Directors and amended as circumstances warrant.

Attestation:

This policy was hereby adopted on Saturday, October 29, 2011.

Sal Cali, Secretary_____ Date:_____

File Document Name: Qualifications

Appendix A
Holy Rosary Credit Union
Application Volunteer Service (Board Directors and Committee)

Name:		Date:
Address:		
Home Phone:	Work Phone:	
Title of Position for which you are making application:		
If at present address less than three years, please list previous address:		
Place of Birth:	Date of Birth:	Social Security Number:
Employer:		
Type of Business:		
Your position/title:	Number of years with present employer:	

If you have been in your present position less than five years, please list previous employers:

Dates	Employer and Address	Title

Educational Background (circle highest grade completed)

(Grade and High School) (College) Major Field of Study: _____

Other training or experience: _____

1. If selected, are you willing to accept the position of trust for which you are applying and to remain in office until such time as a qualified successor is found?

[] Yes [] No

2. Have you been informed as to the general duties and responsibilities of an official of the Credit Union and are you willing to devote the time necessary to familiarize yourself with and to perform your duties?

[] Yes [] No

3. Estimated number of hours per month you will be able to donate as a volunteer: _____

4. My reasons for wanting to serve on the Board of Directors/Supervisory Committee are as follows:

5. List membership in professional societies and associations: _____

6. List any voluntary activities in which you are involved: _____

NOTE: Because our Directors and Committee Members are responsible for the safekeeping of our members' money, we believe they must be above reproach. That is the reason for the following questions.

1. Have you ever held a position of trust at a financial institution?
[] Yes [] No

If yes, please list the position(s), the financial institution(s) and the date(s):

Date	Position	Financial Institution

2. Have you even been a director or officer of a financial institution whose charter was revoked?
[] Yes [] No

3. Have you even been denied an individual or fidelity bond, or had a bond cancelled or revoked?
[] Yes [] No

4. Have you ever been convicted of any criminal offense involving dishonesty or breach of trust?
[] Yes [] No
If yes, please elaborate & describe the nature of the offense: _____

Date of occurrence: _____ Date of conviction: _____
Sentence conferred: _____

READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING

I certify that the information provided on this form is true and correct. I certify also that I have a positive net worth and am current on all outstanding financial obligations. The credit union is hereby authorized to obtain a commercial report on my credit history and seek whatever information is necessary for completing a background check, should the Holy Rosary Credit Union so desire.

Signature: _____ Date: _____

Witness: _____ Date: _____

Appendix B
Holy Rosary CREDIT UNION
TERMS OF AGREEMENT
FOR THE BOARD OF DIRECTORS

I, the undersigned, fully understand and do hereby agree that to serve on the Board of Directors of the Holy Rosary Credit Union, I will conform to and abide by the following:

1. Attend all regular and special meetings of the Board when notified, unless prevented by circumstances beyond my control.
2. Continually seek to learn more about the credit union organization and its services and about my individual responsibilities as a Board member by fulfilling the educational requirement established by the Board.
3. Consider the business of the credit union and its members to be confidential in nature.
4. Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I shall disclose the conflict to the Board and refrain from voting on issues related to the conflict.
5. Participate to the best of my ability in determination of policy and other matters coming before the Board, give full attention to problems of the credit union, and vote on all issues submitted or proposed for Board action.
6. Give all assistance possible to my fellow Board members, appointed officers, and employees of the credit union in the discharge of the duties of their offices.
7. Satisfy the competency requirements as adopted by the Holy Rosary Credit Union.

Date

Signature

Appendix C
Holy Rosary CREDIT UNION
TERMS OF AGREEMENT FOR COMMITTEE MEMBERS

I, the undersigned, fully understand and do hereby agree that to serve on the _____ Committee of Holy Rosary Credit Union. I will conform to and abide by the following:

1. Attend all regular and special meetings of my Committee and Board when notified, unless prevented by circumstances beyond my control.
2. Continually seek to learn more about the credit union organization and its services and about my individual responsibilities as a Committee member by fulfilling the educational requirement established by the Board.
3. Consider the business of the credit union and its members to be confidential in nature.
4. Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I shall disclose the conflict to the Board.
5. Participate to the best of my ability in determination of policy and other matters coming before the Board and give full attention to problems of the credit union.
6. Give all assistance possible to my fellow Committee and Board members, appointed officers, and employees of the credit union in the discharge of the duties of their offices.
7. Satisfy the competency requirements as adopted by the Holy Rosary Credit Union.

Date

Signature

**Appendix D
Holy Rosary Credit Union
Travel / Conference Request Form**

Volunteer Name:	Date:
Dates of Training/Conference:	
Name of Training/Conference:	
Company Conducting Training/Conference:	
Justification for Training/Conference:	
How will this benefit you in your volunteer responsibilities for the Credit Union?	

Proposed Cost of Training:

Registration	Transportation	Meals	Lodging	Other (Specify)

Explanation of Other Expenses:

Total Cost of Training:

Training Approved: Yes () No ()

If denied, reason for denial:

Signature Volunteer

Date

Signature Approving Official

Date