



## Call for Volunteers

### **Get involved with your Credit Union!**

We are looking for dedicated volunteers from within our membership to help serve in a variety of volunteer capacities.

### **How You Can Help**

Volunteers - the heart of the credit union - are members like you who donate their time and expertise governing our not-for-profit financial cooperative. They provide the credit union with leadership while gaining opportunities for personal satisfaction, growth, education and experience. As a Holy Rosary Credit Union volunteer, you will have the opportunity to help our credit union grow and prosper so it can better serve each of us! The active involvement of volunteers is the backbone of the credit union movement. Members have a stake in the operation and well-being of the credit union. People serve because they are committed; they really believe in what the credit union is doing.

### **We Are Member-Owned and Volunteer-Run**

Your credit union is a financial cooperative, democratically owned and controlled by members just like you. Member-volunteers serve on various committees of the Board or they may be elected to serve on the Board of Directors or Supervisory Committee. They help create policy and guide us in providing products and services for our members. Current volunteers include working professionals, small business owners, and active retirees who share a commitment to the credit union movement and to Holy Rosary Credit Union.

### **Benefits of Volunteering**

An individual can develop both personally and professionally by volunteering. The benefits of credit union volunteering include:

- Being a part of the mission and make a difference in the lives of others
- Gain skills and experience in a senior role of a professional financial service provider
- Education and training
- Personal development
- Meet new people from the community
- Work on developmental and business projects
- Give something back to the community

### **Ready To Volunteer?**

Volunteering involves a commitment of time and effort that includes attending monthly committee meetings, Holy Rosary's annual meeting, and participating in educational conferences and strategic planning sessions. A Volunteer must be a member of Holy Rosary Credit Union in good standing. Background and credit checks are also conducted as part of the evaluation process. If you are a Holy Rosary Credit Union member in good standing and are interested in becoming a volunteer, please download and review the Volunteer Information and Application packet on our website.

***Applications must be submitted to the Nominating Committee c/o Holy Rosary Credit Union, 533 Campbell Street, Kansas City, MO 64106 or faxed to 816.221.4264 by March 14, 2018.***

## **Information and Application to Serve as a Volunteer for Holy Rosary Credit Union**

*Applications must be submitted to the Nominating Committee at 533 Campbell Street, Kansas City, MO 64106 or faxed to 816.221.4264 by March 14, 2018.*

### **A. Board Candidate Minimum Requirements (First Time Board Member)**

1. The Board of Directors has adopted a set of minimum requirements that must be met by all first-time applicants for the Board of Directors. Applicants must meet all the requirements to be considered for candidacy.
  - a. Must be a member in good standing of Holy Rosary Credit Union.
  - b. Has not had a membership in any credit union which has been terminated, other than voluntarily.
  - c. Must have had no financial obligations with any institution, company or agency extending credit which are or have been delinquent more than two consecutive monthly payments at any time during the past three years. Applicants must voluntarily agree to undergo a credit check and a background check as outlined in Exhibit B.
  - d. Must qualify for bonding.
  - e. Must not have any pending or unresolved felony charges.
  - f. Is not a current employee (or related to an employee) of the credit union or has worked for the credit union?
  - g. Is free of any real or perceived conflict of interest that might reasonably be expected to prevent him or her from acting in the best interests of the credit union and independently of any interest arising because of any previous, existing or future relationship with the credit union, its members, regulators, competitors, or suppliers.
  - h. Must be at least 18 years of age.
  - i. Must be an American citizen or a person lawfully admitted to the United States for permanent residency who ordinarily resides in the United States.
  - j. Primary residence located within 50 miles of the credit union service area.
  - k. Must agree to comply with all Board Member requirements and credit union policy, confidentiality, compliance, and regulatory requirements.
  - l. Must submit all required Board Applicant Candidate material as instructed by the Nominating Committee and complete an in-person interview with the Nominating Committee.
  - m. Must fill out completely Exhibit B "Application to Serve as a Credit Union Volunteer and Candidate Certification" as well as Exhibit C, "Agreement to Serve".

### **B. Board Member Service and Education Requirements**

1. The following requirements must be met by all incoming and current Board Members subject to the terms and limitations outlined within relevant Board policies.
  - a. Compliance with all credit union policy, confidentiality, compliance and regulatory requirements.
  - b. Satisfactory completion of new Board Member orientation within the first six months of

- their first term or prior to applying for re-election, whichever is earliest.
- c. Adherence to regular Board meeting attendance with no more than four absences per year.
  - d. Must attend all Board planning sessions or other called meetings as directed by the Chairman. Absences may be excused by majority vote of the Board.
  - e. Must demonstrate a basic understanding of credit union financial statements and financial indicators within the first six months of first term.
  - f. Must show annual demonstration of ongoing credit union education through participation in webcasts, training sessions, self-study modules, and/or conferences relevant to the credit union industry.
  - g. Active service on one or more Board Committees with satisfactory participation in accordance with Committee practices.
  - h. Must have signed conflict of interest and all other required documentation.

C. Associate Board and Associate Supervisory Committee

1. The Associate Board and Associate Supervisory Committee Member positions are volunteer, non-voting positions created to better serve the members of Holy Rosary Credit Union by preparing individuals for service as elected members of the Board of Directors and/or Supervisory Committee. Like the member-elected Board of Directors and appointed Supervisory Committee members, associates serve without pay. Candidates for the position of Associate must be members of Holy Rosary Credit Union in good standing and be able to fulfill all requirements for those seeking to serve on the Board of Directors.
2. The number of Associate Directors will be limited to not more than five (5). The number of Supervisory Committee Associates will be limited to not more than two (2). They will serve at the pleasure of the Board and may be appointed for renewable one-year terms. They may be removed by the Board or remove themselves at any time during their term.
3. While the Nominating Committee may suggest persons for the Associate Board and Supervisory Committee, the Board of Directors and President/CEO may suggest possible candidates for these positions as individuals are discovered. As indicated above, the positions will be appointed by a majority vote of the Board of Directors.
4. While terms will generally be appointed at the time of the annual meeting, vacant positions may be filled at any time as volunteers are identified.
5. Associates are volunteer, non-voting members of the Board and/or Supervisory Committee.
6. Associates will attend and participate in Board and/or Committee meetings; accept committee assignments; keep the same confidentiality standards as elected Board members. They are expected to maintain the same educational and training requirements as a Board member.
7. There will be no guarantee that Associates will eventually become regular members of the Board of Directors and/or Supervisory Committee. They will, however, be eligible to serve as regular members of the Board if they meet all requirements and are elected at a regular election of the members or appointed to fill a vacant Board and/or Supervisory Committee position.
8. At the time of appointment, or within a reasonable time thereafter, not to exceed one year, Associates will have at least a working familiarity with basic finance and accounting practices, including the ability to read and understand the Holy Rosary credit union balance sheet and

income statement and to ask, as appropriate, substantive questions of management and the internal and external auditors.

**Exhibit B**  
**Holy Rosary Credit Union**  
**Application Volunteer Service (Board Directors and Committees)**

|  |  |                         |
|--|--|-------------------------|
| 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)

1 2 3 4 5 6 7 8 9 10 11 12      1 2 3 4 ( )      Major Field of Study: \_\_\_\_\_  
 (Grade and High School)      (College)

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: \_\_\_\_\_

**Exhibit C**  
**Holy Rosary Credit Union**  
**Terms of Agreement**  
**for Serving on Board of Directors**

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

1. 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.
2. Recognize that the role of the Board is to provide strategic direction and oversight and that management of ongoing credit union operations is the responsibility of the CEO and credit union staff.
3. 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.
4. Keep up-to-date on matters affecting the credit union by studying monthly reports to the Board and other credit union communications.
5. Fulfill the Duties and Responsibilities of a Holy Rosary Credit Union Board Member as outlined in the board policy.
6. Abide by the Board Member Service and Education Annual Requirements outlined in the board policy.
7. Hold the business of the credit union and its members confidential.
8. Disclose to the Board any current or future conflict of interest regarding any obligation to any other group or organization that conflicts with the credit union and refrain from voting on any related issues submitted or proposed for Board action.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_