



Wauna Federal Credit Union

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VOLUNTEER APPLICANT INFORMATION PACKET

VOLUNTEER APPLICATION DEADLINE
Thursday, December 23rd, 2010

44th Annual Meeting
Saturday, March 5th, 2011

Clatsop County Fairgrounds, Astoria, Oregon



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TO: WAUNA FEDERAL CREDIT UNION MEMBERS

As stated in the bylaws, there are three “three-year term positions”, on the Wauna Federal Credit Union Board of Directors that are filled by a vote of WFCU members at the WFCU Annual Meeting on March 5th, 2011 at the Clatsop County Fairgrounds, Astoria, Oregon.

ELIGIBILITY REQUIREMENTS:

A Candidate for the Board of Directors: a person must be a Wauna Federal Credit Union Member, 18 years of age or older, of good standing, who is not related to an employee of Wauna Federal Credit Union.

QUALIFICATIONS:

- Have a sense of loyalty and dedication towards Wauna Federal Credit Union.
- Have a basic knowledge of the credit union’s services.
- Is willing to devote the necessary time and energy to organize and equip themselves with skills and information needed for the job required.
- Have the ability to use sound judgment, willingness to accept responsibility, and capability to make group decisions with fellow board members.
- Have a sense of open-mindedness and willingness to establish a working relationship with the credit union CEO.
- Have a diversity of skills, be a good communicator, and be able to express ideas.
- Exhibit accomplishment, integrity, and leadership in their profession.
- Be capable of handling criticism for making necessary, but unpopular, decisions.
- Be a self-motivated, enthusiastic individual who believes in the purpose and future of the credit union.
- Must maintain confidentiality.
- Must have access to the Internet.

All persons applying for a Board position must attend a personal interview with the Nominating Committee, to be considered for the slate of candidates. An interview will be arranged by the committee at a time and place that is convenient.



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BOARD OF DIRECTOR JOB DESCRIPTION

TITLE: Director
REPORTS TO: Members
SUPERVISES: Chief Executive Officer (CEO)

PRIMARY FUNCTIONS:

To provide governance for the credit union in the following manner: To set policy; plan the credit union's strategic direction; ensure the safety and soundness of the credit union; ensure the mission of the credit union, as defined in its mission statement, is carried out; maintain open communications with the members; educate members on credit union services; select the CEO and thereafter direct and review the CEO's progress in achieving goals and objectives using the "One-Voice" protocol; and report to the members as required by law.

SPECIFIC DUTIES:

1. Together with Board of Directors, employ the chief executive officer, define the scope of his/her duties, review progress in attaining the prescribed goals and objectives, and set the CEO compensation package.
2. Ensure the credit union adheres to pertinent laws, regulations, and sound business practices, by establishing boundaries within which the CEO may operate and establish operational policies.
3. Ensure the credit union maintains a sound financial condition and that the credit union's assets are protected against unauthorized borrowing and investing, by defining specific boundaries for the operation of the credit union. Provide for bonding and other security factors including internal control procedures.
4. Establish board policies, from which operational processes for all credit union programs and activities will be derived.
5. Ensure new products and services are developed as needed.
6. Approve the credit union's financial plan and goals.
7. Attend board and committee meetings as prescribed, exercise independent judgment, and report to the members as required by law.



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BOARD POLICY REQUIREMENTS

Prior to appointment or upon election as an official of the credit union, new officials are expected to spend some time with the CEO/PRESIDENT, to become acquainted with the structure of the Credit Union, and to read educational materials, which will enable them to carry out their duties and responsibilities as an official. Enrollment in training courses and attendance at educational programs is expected of all Directors.

(This will be covered during the interview)

All newly-elected officials are expected to attend the organizational meeting to be held within one week of the Annual Meeting (the date and time to be announced). Board officers will be elected at that meeting.

Newly-elected officials are required to attend the Credit Union Association of Oregon's Educational Conference or another training session, approved by the Board of Directors, and to complete the "Board of Directors Duties and Responsibilities" module of the Volunteer Achievement Program (VAP) and the Philosophy Certification within 120 days of election or appointment. All Board members must complete a minimum of three (3) VAP modules within 120 days, an additional 3 VAP modules within the first year, and attend at least 6 hours of educational meetings in addition to their regularly defined duties. Wauna Federal Credit Union will reimburse any related expenses.

The regular Board Meeting is held on the third Thursday of each month at 6:00 p.m. in Westport at the Training Center. Dinner is at 5:30 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: Strategic Planning, Policy, CEO/Evaluation, Buildings, Security, Scholarship, Volunteer Education and Recognition, Nominating, Finance, and others as needed.

Time Commitment: 15-20 hours per month, approximately

In addition to the open elected positions, the Chair appoints 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:

Qualifications: Have a background and/or experience in education, business, accounting, budgeting, financial management, etc. Experience may have been gained in a paid or volunteer position.

Responsibilities: The Supervisory Committee is WFCU's internal "watchdog". The Committee provides safeguards against fraudulent or careless operations. The Committee is responsible to periodically check records and to verify that they are maintained properly and is responsible for hiring an outside auditor to perform an annual internal audit of WFCU operations.

Time Commitment: 3-5 hours per month, approximately. The regular Supervisory Committee meeting is held the first Wednesday of each month at 6:00 p.m. at the Westport Training Center. Dinner is at 5:30 p.m.



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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 BY CLOSE OF BUSINESS ON THURSDAY, DECEMBER 23rd, 2010, OR MAIL (POSTMARKED BY DECEMBER 21st) TO THE WFCU NOMINATING COMMITTEE, PO BOX 67, CLATSKANIE OR 97016 TO BE CONSIDERED FOR THE PROPOSED SLATE OF CANDIDATES.

Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

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



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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 3-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 |
|------|---------|-------|-------------|
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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



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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 |
|-------|-------------------|------|-------|-----|
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