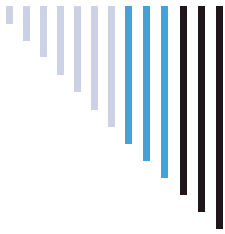


METRO Federal Credit Union  
2440 E Rand Road  
Arlington Heights IL 60004  
847-670-0456



**Application for**  
**METRO Federal Credit Union**  
**Volunteer Board Member**





METRO Federal Credit Union  
2440 E Rand Road  
Arlington Heights IL 60004



## Application for METRO Federal Credit Union Volunteer Board Member

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Metro Account # \_\_\_\_\_ Years as a Member: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

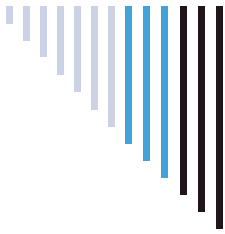
E-mail Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_

(Former Employer if Retired)

### Volunteer Requirements

- Member in good standing for at least two years
- Good credit history and no criminal convictions
- Not employed by this credit union within the past 12 months
- Willing to accept the responsibilities associated with this position
- Board Members must be able to access monthly board reports via the Internet
- Commitment to act independently and objectively regardless of external relationships with other directors, committee members and employees
- Commitment to provide the requirements described below:
  - \* Monthly preparation time prior to meetings (generally 1-2 hours)
  - \* Monthly Board/Committee meetings (generally 2 hours)
  - \* Annual Credit Union Meeting (3 hours annually)



METRO Federal Credit Union  
2440 E Rand Road  
Arlington Heights IL 60004



**Volunteer Board Member  
Application  
Page 2**



**Professional Experience:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Particular interest, skills, knowledge, and/or strengths:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Involvement/Volunteer Activities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I understand and agree to abide by the conditions outlined and authorize METRO Federal Credit Union to conduct a credit and background investigation to confirm my eligibility. I understand and agree that METRO Federal Credit Union's Election/Nominating Committee will be under no obligation to recommend, nominate or appoint me to a volunteer position.

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





METRO Federal Credit Union  
2440 E Rand Road  
Arlington Heights IL 60004



## Credit Union Director Job Description

**Title:** Credit Union Director  
**Reports to:** Board Chairperson  
**Term:** Three years; staggered terms



### Basic Responsibilities

- Sets general direction and policy for the credit union;
- Ensures that the credit union is well managed, financially secure and in compliance with legal requirements;
- Monitors the credit union's financial and operational performance

### Essential Functions:

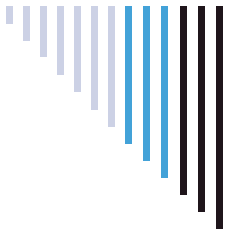
The usual duties of the board and its directors are described below. Additional duties may be required from time to time.

### Jointly with other Directors

- Approve policies as required by regulation or legislation; monitor the implementation of policies to ensure compliance with the Credit Unions Bylaws, regulations or legislation;
- Work with the president to develop business plans incorporating initiatives and objectives that will meet the needs of the members, reflect credit union philosophy and assure sound operations;
- Approve the business plan and budget and monitor the progress of the plans and budgets for the protection of the member funds and credit union assets;
- Hire, supervise, and evaluate the president
- Serve as the credit union's official representative for all interfaces with NCUA.

### As an Individual

- Keep confidential information confidential;
- Never exercise the authority of a board member except when acting in a meeting with the full board or as the board delegates;
- Attend all meetings of the board and assigned committees;
- Be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all the background material prior to the meeting;
- Provide input to the board during the policy-making process to help ensure compliance with state and federal regulations, and maintain an understanding of all current board policies that are in effect;
- Avoid conflict of interest between the position as a board member and as an individual; voting on matters in which there is a conflict is strictly prohibited;
- Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions;
- Observe parliamentary procedures and display courteous conduct in all board, committee, as task force meetings.



METRO Federal Credit Union  
2440 E Rand Road  
Arlington Heights IL 60004



## Letter of Understanding



I understand that METRO Federal Credit Union, a federally insured credit union, may evaluate the competence, experience, character and integrity of any individual who is to serve as a volunteer official or committee member of METRO.

I certify that the information I have provided for consideration of my request to serve as a volunteer at METRO is true, accurate, complete and correct. As a volunteer, I understand that I have a fiduciary responsibility for the safe keeping of member funds by protecting the assets of the credit union. As all volunteers must be fully bondable by the credit union bond carrier, I understand that METRO, the National Credit Union Administration (NCUA), or any insurance company that provides bond coverage for the credit union may deny the service of any individual as an Official or committee member when it believes it will not be in the best interest of the Credit Union or the public. To assist in the evaluation process, any of those entities listed above may obtain and review an individual's credit report and background investigation. My signature on this document authorizes any of those listed above to obtain a copy of my credit report and conduct a background investigation.

I certify that I will accept the nomination if offered and/or elected. I agree to execute and to be bound by the Credit Union Bylaws, along with all state and federal regulations that govern the credit union. I will not knowingly violate or permit the violation of any governing provision. I have received a copy of the director Job Descriptions.

I agree that I will, so far as the duty devolves on me, diligently and honestly administer the affairs of this credit union in a sound, business-like manner. I will have no personal financial interest in any of the business or transactions of the credit union, other than normal accounts or loans as allowed by Federal and/or State law. I understand that as a volunteer, I will not receive any compensation for the time I spend serving the credit union.

I have read, understand and agree to all the items listed in the job description as provided with this application and have willingly signed this letter of understanding.

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**Signature**

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**Date**

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**Print Name**

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