



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.