



# Volunteer Application

Check below the area in which you want to volunteer for Guadalupe Credit Union:

Board of Directors  Supervisory Committee

**Deadline to submit:  
Friday, Jan. 8, 2010**

Thank you for your interest in considering becoming a candidate as a volunteer for either the Board or Supervisory Committee. These positions require a dedicated commitment in order to meet the needs outlined in the Board and Supervisory Committee Duties and Responsibilities, the Statement of Commitment, and this application. Volunteer responsibilities include monthly meetings, the Annual Planning Session, required training and minimal sub-committee appointments. Are you able and willing to make this kind of time commitment throughout a 3-year term?  Yes  No

Are you aware of any potential conflicts of interest, either personal or occupational, for yourself or your family members that may preclude our acceptance of your application?

Examples Include:

- You are an employee, executive, or serve as a volunteer or paid official of another financial services provider that offers either investment, deposit, or lending services that could potentially compete with the core products/services or Guadalupe Credit Union.
- A member of your immediate family (spouse, domestic partner, children, siblings, parents, grandparents, and grandchildren- whether by full or half blood, adoption, or marriage) is a volunteer, or paid official of another financial services provider within GCU's field of membership. GCU's field for this purpose is Santa Fe County.
- A member of your immediate family is currently serving as an employee or official of GCU.
- You have been an employee of GCU within the past two years.

Yes  No  Unsure (Please contact the credit union to discuss further.)

**Please print or type:**

Name \_\_\_\_\_

GCU Account Number \_\_\_\_\_ Member of GCU since \_\_\_\_\_.

Are you the primary member on your GCU account?  Yes  No  Unsure

**Contact Information**

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**Educational and Occupational Information**

Educational Background \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Employer’s Address \_\_\_\_\_

How long have you been employed with your current employer? \_\_\_\_\_

**Volunteer Experience**

Have you previously served as a GCU volunteer official or staff member?     Yes     No

If YES, when and in what capacity? \_\_\_\_\_

\_\_\_\_\_

Briefly describe your other volunteer activities. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain why you would like to be a Volunteer for GCU.

(Attach an additional sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you served as a volunteer or paid official for another financial services provider in the past?     Yes     No

If yes, when and in what capacity? \_\_\_\_\_

\_\_\_\_\_

**Financial Background and Training**

What educational background or training have you had in regard to financial institutions?

(Seminars, Conferences, Workshops, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you willing to attend (on your own time) conferences, seminars, workshops, etc., related to the duties of a GCU volunteer? (Registration and expenses paid by GCU.)

Yes     No

List any additional information that might be pertinent to your becoming a candidate as a volunteer—i.e., educational background, work experience, and particular professional skills. (Attach an additional sheet if needed.)

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Have you ever been requested, advised, ordered or told by any regulatory authority or agency to leave or resign as an officer, director, agent, employee, consultant or representative of any credit union, savings and loan association, bank or other financial institution?  Yes  No

I certify that I am not currently charged with nor have been convicted of any criminal offense involving dishonesty or a breach of fiduciary duty and that I am bondable per NCUA regulations. I understand that the Nominating Committee will use the above information, and any other information they deem appropriate, for consideration of me as a candidate for volunteer service to Guadalupe Credit Union. [I authorize the credit union to do a criminal background check on me by signing below.](#)

\_\_\_\_\_  
Signature of Volunteer Candidate

\_\_\_\_\_  
Date

Received by Nominating Committee on: \_\_\_\_\_



## Board of Directors Duties and Responsibilities

Members of the Board of Directors will abide by the credit union's Code of Ethics and shall not use their positions to further personal interest or to secure special privileges. It will be understood that the Board of Directors must approve loans to officials and that the accounts of volunteer officials, along with staff, are subject to random, confidential, internal audits. Board members are required to hold in strictest confidence all information provided to them as result of their official role with Guadalupe Credit Union including but not limited to strategic plans, personnel information, other business that comes before the board at their meetings, and membership account and transaction information. Breach of member confidentiality is a violation of the Privacy Act and may greatly endanger member confidence in the credit union as well as result in civil and criminal charges against the offender.

New Officials must complete and receive a passing score on the following core and required modules for their position before receiving advances or reimbursements for out of town travel.

### **First Year**

New Volunteers shall complete 12 hours of mentoring and receive a passing score on these Volunteer Achievement Program (VAP) modules during their first year in office as follows:

Board of Directors: Financial Reports, Board of Director Duties and Responsibilities, and Planning.

### **Second Year**

During their second year the following VAP Modules must be completed in order to receive certification:

Board of Directors: History and Philosophy, Managing Risk, and Board and Management Policies.

### **Subsequent Years**

After the above initial certification is complete each volunteer is expected to complete at least 24 hours of continuing education each year (a year starts the day after the Credit Union Meeting and ends the day of the following year's Annual Meeting) in appropriate and relevant areas. At least 12 hours of continuing education must be from VAP Program until all VAP modules are complete.

1. VAP self-study classes will be credited 4 hours for each course completed with a minimum of 12 hours from this category.
2. Actual Classroom hours will be counted for seminars and conferences with a maximum credit of 16 hours per year from this category. The President/CEO will present a separate list of recommended conferences to the Board of Directors and the Supervisory Committee each year based on available training to meet the needs of each entity. The lists can be expanded by Board recommendation. The lists will indicate those conferences essential for first term volunteers.
3. Attendance at Annual GCU Planning Session will be a credit of 4 hours. The planning session is credited at approximately 1/2 the actual time attended reflecting that it is a mixture

of education and decision-making.

### **Incumbent Candidates**

An incumbent volunteer must complete above required continuing education by October 1<sup>st</sup> prior to year of candidacy to be eligible for nomination by the Nominating Committee for reelection to the Board or Supervisory Committee. Volunteers must also complete prior year's required continuing education to be eligible for out of state travel paid by the credit union.

### **Primary Function:**

The Board of Directors shall have the general direction and control of the affairs of the credit union. The Board will employ, determine the compensation of, and prescribe the duties of a full-time Chief Executive Officer/President to serve in the capacity of general manager. Board members are also expected to personally utilize credit union products and services and to actively promote the credit union in the community.

### **Specific Duties:**

#### Meetings:

1. Attend monthly and special meetings as called by the President or by a majority vote of the members of the Board.
2. Act on all items necessary to serve the best interest of the credit union members at the Board's monthly meeting that are lawful, consistent with the by-laws, and do not require a quorum of the full membership.
3. Successfully complete the annual training requirements for officials in addition to attending the Annual Meeting of the membership and the strategic planning session for officials and management. Training may entail out-of-town and out-of-state travel paid for by the credit union as outlined in the training and travel policies of the credit union. Upon his/her return the attendee shall make a brief presentation to the Board about the topics discussed.

#### Operations:

1. Approve an annual operating budget for the credit union.
2. Designate the depository for the funds of the credit union.
3. Adopt operational policies as well as amendments to the bylaws of the credit union.
4. Approve all new products and services of the credit union and set pricing as necessary.
5. Set the amount of the surety bond required of all officers and employees directly or indirectly handling the assets of the credit union.
6. Review and ratify the recommendations of the Asset Liability committee as related to dividends and loan interest rates.
7. Serve on committees as assigned by the Board Chair.
8. Act on all appeals for denial of credit union membership and loan applications submitted to the Board in writing.
9. Review and ratify written policies with respect to the granting of loans and lines of credit.
10. The Board Chairperson shall prepare and make available an annual report to be submitted at the annual meeting.

#### Governance:

1. Declare vacant the office of any member of the Board of Directors if that Board member fails to attend three consecutive meetings, or four meetings during a rolling

calendar year, or otherwise fails to perform any of their duties in accordance with GCU's Board Governance Policies.

2. Fill vacancies on the Board of Directors until successors are chosen for the unexpired term at the next Annual Meeting.
3. Vacate the position of any member of the Supervisory Committee for cause if necessary, in accordance with state and federal regulations and the bylaws of this credit union.



## Board of Directors Statement of Commitment

**Title:** Member, Guadalupe Credit Union Board of Directors  
**Reports to:** Board Chair  
**Role:** To serve as a voting member of the Board of Directors for the credit union, hiring and evaluating the President/CEO, developing board policies and procedures, adhering to all government regulations, monitoring financial performance and the performance of the Credit's Union's products and services.

**Term:** 3 Years, beginning \_\_\_\_\_  
and ending at Guadalupe Credit Union's Annual Meeting in \_\_\_\_\_ .

### Time Expectations:

- Attend regularly scheduled board meetings (12 per year).
- Participate actively in one or more committees of the board.
- Attend scheduled board retreats, planning meetings, workshops or other board development activities.
- Attend, support and participate in organizational events.
- Complete educational requirements.

### Obligations:

- Fully understand and support the mission of the Credit Union.
- Establish Board Governance Policies.
- Hire, supervise, and evaluate the President/CEO
- Utilize the products and services of Guadalupe Credit Union as your primary financial institution.
- Monitor the Credit Union's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent the Credit Union to the Santa Fe community and public policy makers; serve as an advocate for the organization.
- Bring personal/professional expertise and that of others to your role on the board to support the mission of the Credit Union.
- Abide by all of the established Policies and Procedures of the Credit Union and the Board of Director's job description.

I agree that if at any time I am unable to fulfill the commitments of a member of the Board of Directors, I will give appropriate notice of resignation to the Board Chair.

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Name (please print)

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Signature of Volunteer Candidate

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Date



## Supervisory Committee Duties and Responsibilities

Supervisory Committee Members will abide by the credit union's Code of Ethics and shall not use their positions to further personal interest or to secure special privileges. It will be understood that the Board of Directors must approve loans to officials and that the accounts of volunteer officials, along with staff, are subject to random, confidential, internal audits. Supervisory Committee members are required to hold in strictest confidence all information provided to them as result of their official role with Guadalupe Credit Union including but not limited to strategic plans, personnel information, other business that comes before the board at their meetings, and membership account and transaction information. Breach of member confidentiality is a violation of the Privacy Act and may greatly endanger member confidence in the credit union as well as result in civil and criminal charges against the offender.

New Officials must complete and receive a passing score on the following core and required modules for their position before receiving advances or reimbursements for out of town travel.

### **First Year**

New Volunteers shall complete 12 hours of mentoring and receive a passing score on these Volunteer Achievement Program (VAP) modules during their first year in office as follows:

New Supervisory Committee Members: Managing Risk, SC Duties & Responsibilities and Auditing I.

### **Second Year**

During their second year the following VAP Modules must be completed in order to receive certification:

New Supervisory Committee Members: History and Philosophy, Financial Reports, and Auditing 2.

### **Subsequent Years**

**After the above initial certification is complete each volunteer is expected to complete at least 24 hours of continuing education each year (a year starts the day after the Credit Union Meeting and ends the day of the following year's Annual Meeting) in appropriate and relevant areas. At least 12 hours of continuing education must be from VAP Program until all VAP modules are complete.**

1. VAP self-study classes will be credited 4 hours for each course completed with a minimum of 12 hours from this category.
2. Actual Classroom hours will be counted for seminars and conferences with a maximum credit of 16 hours per year from this category. The President/CEO will present a separate list of recommended conferences to the Board of Directors and the Supervisory Committee each year based on available training to meet the needs of each entity. The lists can be expanded by Board recommendation. The lists will indicate those conferences essential for first term volunteers.

3. Attendance at Annual GCU Planning Session will be a credit of 4 hours. The planning session is credited at approximately 1/2 the actual time attended reflecting that it is a mixture of education and decision-making.

### **Incumbent Candidates**

An incumbent volunteer must complete above required continuing education by October 1<sup>st</sup> prior to year of candidacy to be eligible for nomination by the Nominating Committee for reelection to the Board or Supervisory Committee. Volunteers must also complete prior year's above required continuing education to be eligible for out of state travel paid by the credit union.

### **Primary Function:**

The Supervisory Committee will ensure the credit union's operational records are inspected for accuracy, its assets for security, and its procedures for the proper handling and use of funds. The Committee will also contract for an annual outside audit. Committee members are also expected to personally utilize credit union products and services and to actively promote the credit union in the community.

### **Specific Duties:**

#### Meetings:

1. Attend Supervisory Committee meetings on a monthly basis and complete individual assignments on a timely basis.
2. Assign a Committee member to represent the Committee at the monthly meeting of the Board of Directors who will then report the business conducted by the Board at the next Supervisory Committee meeting.
3. Successfully complete the annual training requirements for officials in addition to attending the Annual Meeting of the membership and the strategic planning session for officials and management. Training may entail out-of-town and out-of-state travel paid for by the credit union as outlined in the training and travel policies of the credit union. Upon his/her return the attendee shall make a brief presentation to the Committee about the topics discussed.

#### Operations:

1. Supervise the Internal Auditor and receive monthly reports to insure that the following duties are performed:
  - Verification of the securities, cash, and accounts of the credit union.
  - Scrutiny of the acts of all offices, committees, and employees of the credit union to determine compliance with Board Policy, state, FID, NCUA, and other regulatory rules and laws.
  - Performance of all other duties within the Internal Auditor's job description.
2. Conduct or order a verification of the loan and share accounts of members, staff, and officials in accordance with credit union policy and regulatory requirements.
3. Review, or have reviewed, the adequacy of internal controls, and conduct tests, or have tests conducted, to make sure they are being followed.
4. Review, or have reviewed, interest income from loans and investments and the expected interest paid on member deposits to determine that the records are reasonable.
5. The Committee Chairperson shall prepare and make available an annual report to be submitted at the annual meeting.

6. Make, or cause to be made, audits as required by government agencies. Conduct or order supplementary audits, as the Committee deems necessary.

Governance:

1. Declare vacant the office of any member of the Supervisory Committee if that Committee member fails to attend three consecutive meetings, or four meetings during a rolling calendar year, or otherwise fails to perform any of their duties in accordance with Committee Requirements.
2. Fill vacancies on the Supervisory Committee until successors are chosen for the unexpired term at the next Annual Meeting.
3. Vacate the position of any member of the Board of Directors for cause if necessary, in accordance with state and federal regulations.



## Supervisory Committee Statement of Commitment

**Title:** Member, Guadalupe Credit Union Supervisory Committee  
**Reports to:** Committee Chair  
**Role:** To serve as a voting member of the Supervisory Committee for Guadalupe Credit Union. Select and engage an audit firm to perform the Annual Supervisory Committee Audit of Guadalupe Credit Union. Perform a bi-annual verification of member accounts in accordance with NCUA guidelines. Review monthly Internal Audit results for discrepancies that require further review.

**Term:** 3 Years, beginning \_\_\_\_\_ and ending at Guadalupe Credit Union’s Annual Meeting in \_\_\_\_\_ .

**Time Expectations:**

- Attend regularly scheduled committee meetings (12 per year).
- Attend other scheduled meetings such as planning meetings, workshops or other development activities.
- Attend, support and participate in organizational events.
- Complete educational requirements.

**Obligations:**

- Fully understand and support the mission of the Credit Union.
- Review performance and job description of Internal Auditor annually.
- Utilize the products and services of Guadalupe Credit Union as your primary financial institution.
- Monitor the Credit Union’s internal controls and audit findings.
- Represent the Credit Union to the Santa Fe community and public policy makers; serve as an advocate for the organization.
- Bring personal/professional expertise and that of others to your role on the committee to support the mission of the Credit Union.
- Abide by all of the established Policies and Procedures of the Credit Union and the Supervisory Committee’s job description.

I agree that if at any time I am unable to fulfill the commitments of a member of the Supervisory Committee, I will give appropriate notice of resignation to the Committee Chair.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Volunteer Candidate

\_\_\_\_\_  
Date