

**Check one role for which you want to apply as a Volunteer Official for Guadalupe Credit Union (GCU):**

**Board of Directors**            or             **Supervisory  
Committee**

Thank you for your interest in considering becoming a candidate as a Volunteer Official for either the Board of Directors (BOD) or the Supervisory Committee (SC). These positions are vital to the credit union and require a dedicated commitment in order to meet the needs as outlined in Duties and Responsibilities, the Statement of Commitment, and the Volunteer Application. To be eligible to run for a Volunteer position, a candidate must have been a member for at least twenty four (24) months, in good standing for at least twelve (12) months prior to the annual meeting, and at least eighteen (18) years of age.

Time Expectations:

- Prepare for and attend regularly scheduled Board/Supervisory Committee Meetings (12 per year).
- Attend special meetings.
- Participate actively in one or more committees of the Board.
- Attend scheduled meetings.
- Attend, support and participate in organizational events.
- Complete educational requirements.

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?

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

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 of Guadalupe Credit Union.
- A member of your 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 of membership per Charter for this purpose

is Santa Fe, San Miguel, Mora, Rio Arriba, Taos, Torrance, and Colfax or the employees of Health and Environment, Human Services, and Children Youth and Families Departments of the State of New Mexico.

- A member of your family is currently serving as an employee or Official of GCU.
- You have been an employee of GCU within the past two years.

Please print or type:

Name:

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Last four digits of your GCU Account Number:

Member of GCU since:

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

Contact Information:

Home Address:

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Email Address:

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Home Phone:

Work Phone:

Cell Phone

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Educational and Occupational Information

Educational Background:

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Occupation:

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Employer:

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Employer's Address:

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How long have you been employed with your current employer?

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Volunteer Experience

Have you previously served as a GCU Volunteer Official?  Yes  No

If YES, when and in what capacity?

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Briefly describe your other volunteer activities:

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Explain why you would like to be a Volunteer Official for GCU (Attach an additional sheet if necessary):

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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?

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### Financial Background and Training

Are you willing to attend in state and/or out-of-state conferences, seminars, workshops, etc., related to the duties of a GCU Volunteer Official? (Registration and expenses are paid by GCU).

Yes  No

List any information that might be pertinent to your becoming a candidate as a volunteer--i.e., educational background, work experience, financial institution 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

If yes, please provide details including name of financial institution:

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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 proceed with a criminal background check.

Signature of Volunteer Official Candidate:

Date:

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Received by Nominating Committee on:

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**Please submit completed application to any GCU Branch Manager, by fax to 505-982-0345 or by email to [agarcia@guadalupecu.org](mailto:agarcia@guadalupecu.org).**

**Application must be received by 5:00 pm Friday, July 31, 2026 for consideration in the 2026 Election of Officials.**



## Board of Directors Duties and Responsibilities

Members of the Board of Directors will abide by the credit union's Code of Ethics, and applicable policies and shall not use their positions to further personal interest or to secure special privileges. The Board of Directors must review loans to Volunteer Officials before disbursement and all Official Volunteers must understand that the accounts of Volunteer Officials, along with staff, are subject to random, confidential internal audits. Volunteer Officials are required to hold in the strictest confidence all information obtained through their service with the credit union, including but not limited to strategic plans, personnel information, credit union business, and member account and transaction information. Volunteer Officials shall protect the confidentiality of member, employee, and credit union information at all times and comply with all applicable federal and state privacy, confidentiality, and information security laws, regulations, and credit union policies. Unauthorized disclosure or misuse of such information may undermine member confidence in the credit union and may result in removal from office and/or legal consequences.

### Primary Function:

The Board of Directors shall have the general direction and control of the affairs of the credit union. The Board of Directors will:

- hire a full-time President/Chief Executive Officer:
- establish the CEO's duties
- determine the CEO's compensation and
- evaluate the CEO's performance

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 scheduled by the majority vote of the members of the Board or by the President/CEO.
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 Bylaws, and do not require a quorum of the full membership.
3. Successfully complete annual training requirements for Volunteer Officials in addition to attending the Annual Meeting of the membership and the Strategic Planning Session for Volunteer 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 give their appropriate peers a brief summary to the education and value of 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. Review, amend, and approve credit union policies and revisions necessary for the effective governance and operation of the credit union, as well as adopt amendments to the Bylaws of the credit union as appropriate.
4. Approve the introduction or discontinuation of credit union products and services 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 act on the recommendations of the Asset Liability Committee or other credit union committees.
7. Serve on committees as assigned by the Board Chairperson.
8. Act on all appeals for denial of credit union membership and loan applications submitted to the Board in writing.
9. The Board Chairperson shall prepare and make available an annual report to be submitted at the Annual Meeting.

#### Governance:

1. Declare the vacancy 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 elected at the next Annual Meeting.
3. Suspend 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.

#### Educational Requirements:

Volunteer Officials are expected to meet educational requirements as outlined by Board Governance policies.

Board members must have at least a working familiarity with basic finance and accounting practices including the ability to read and understand the credit union's balance sheet and income statement and ask appropriate substantive questions of management, auditors, and examiners. This understanding must include the individual line items on the statements, their importance to the credit union, and how month-to-month changes may impact the safety and soundness of the credit union. Board members must understand the activities the credit union engages in and how they generate revenue for the credit union along with the associated risk and potential harm they could cause to the financial condition of the credit union.

Board members must also have an understanding of the Supervisory Committee Reports and other reports from internal and external audits and examiners. It is important for Board members to understand the possible risks the credit union may encounter including credit, liquidity, interest rate, compliance, strategic, transaction and reputation. They must also understand the internal control structure in place to limit and control these risks.

Board members who do not possess this knowledge at the beginning of their term must use the education allowance allotted to a Board member to gain this knowledge within the first 6 months after their initial election to the board.



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: Beginning \_\_\_\_\_ and ending at Guadalupe Credit Union's Annual Meeting in \_\_\_\_\_.

Time Expectations:

- Attend regularly scheduled board meetings (12 per year).
- Attend necessary special board meetings.
- Participate actively in one or more committees of the board.
- Attend scheduled meetings.
- 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, advise, 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 at community and legislative events, and serve as an advocate for the credit union industry.
- 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 Bylaws, 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 submit a signed written Letter of Resignation to the Board Chair two weeks before the next scheduled meeting.

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

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

\_\_\_\_\_  
 Date



## Supervisory Committee Duties and Responsibilities

Supervisory Committee Members will abide by the credit union's Code of Ethics, and applicable policies and shall not use their positions to further personal interest or to secure special privileges. The Board of Directors must review loans to Volunteer Officials prior to disbursement and all Volunteer Officials must understand that accounts of Volunteer Officials, along with staff, are subject to random, confidential, internal audits. Volunteer Officials are required to hold in the strictest confidence all information obtained through their service with the credit union, including but not limited to strategic plans, personnel information, credit union business, and member account and transaction information. Volunteer Officials shall protect the confidentiality of member, employee, and credit union information at all times and comply with all applicable federal and state privacy, confidentiality, and information security laws, regulations, and credit union policies. Unauthorized disclosure or misuse of such information may undermine member confidence in the credit union and may result in removal from office and/or legal consequences.

### 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 engage an external auditor to perform the annual Financial Statement 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 and special 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. This member will provide a report to the Board of Directors of the recent Supervisory Committee Meeting and Minutes. This member will also report the business conducted by the Board at the next Supervisory Committee meeting.
3. Successfully complete annual training requirements for Volunteer Officials in addition to attending the Annual Meeting of the membership and the Planning Session for the Supervisory Committee. 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 give their appropriate peers a brief summary to the education and value of the topics discussed.

#### Operations:

1. Supervise the Internal Audit Manager and receive monthly reports to ensure 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 Audit Manager's job description.
2. Conduct or order a verification of the loan and share accounts of members, staff, and Volunteer Officials in accordance with credit union policy and regulatory requirements.
  3. Review the adequacy of internal controls, and conduct tests, or have tests conducted, to make sure they are being followed.
  4. Review interest income from loans and investments and the expected interest paid on member deposits to determine that the records are reasonable and accurate.
  5. The Committee Chairperson shall prepare and make available an Annual Report to be submitted at the Annual Meeting.
  6. Ensure audits are conducted as required by applicable regulatory requirements and governing authorities. Conduct or order supplementary audits as the Committee deems necessary.
  7. Monitor and evaluate the Internal Audit Manager job performance on a quarterly and annual basis.

#### Governance:

1. Declare vacancy 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 elected at the next Annual Meeting.
3. Suspend the position of any member of the Board of Directors for cause if necessary, in accordance with state and federal regulations.

#### Educational Requirements:

Volunteer Officials are expected to meet education requirements as outlined by Board Governance Policies.



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 external auditing firm to perform an annual Financial Statement Audit. 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: Beginning \_\_\_\_\_ and ending at Guadalupe Credit Union’s Annual Meeting in \_\_\_\_\_.

Time Expectations:

- Attend regularly scheduled committee meetings (12 per year).
- Attend necessary special committee meetings.
- Attend Board meetings 2-3 times per year.
- Attend other scheduled meetings.
- 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 the Internal Audit Manager 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 at community and legislative events, and serve as an advocate for the credit union industry.
- 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 Bylaws, Supervisory Committee Charter, 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 submit a signed written Letter of Resignation to the Supervisory Chair at least two weeks before the next scheduled meeting.

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

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

\_\_\_\_\_  
Date