

TELCOMM CREDIT UNION

Board of Directors - *Qualifications and Responsibilities*

'Volunteerism' is a basic foundation of the credit union movement, and TelComm Credit Union (TCU) graciously thanks you for considering to serve as a TelComm Volunteer Official.

Qualifications: The candidate shall be a high school (or higher) graduate with a reasonable degree of math and logical reasoning skills; experience in accounting, lending, business operations, and financial management is recommended; prior experience on a credit union committee is recommended, though not required.

Additional qualifications are as follows:

- a.) Must be a TelComm Credit Union 'member' in good standing – and also maintain a TelComm credit Union account for a minimum period of one year prior to being considered to serve as a Board of Director.
- b.) Must be of the age of 'majority'.
- c.) Must hold in 'strict confidence' all member transaction discussion, credit union internal reports, and 'communications' with (or by) TelComm Credit Union.
- d.) May not be a current employee of TelComm Credit Union.
- e.) May not be a member of the Board of Directors (or other Committee member) of another credit union, bank, savings and loan, or other similar type of financial business that could be considered as a competitor to TelComm Credit Union which may otherwise be considered as a 'conflict of interest'. This does not include participation in a Credit Union Association such as HCUA, or MCCU.
- f.) Must be bondable, and must not have been convicted of a felony.
- g.) Must never have caused a 'loss' to TelComm Credit Union that was not otherwise reimbursed and must never have been a prior loan delinquency problem with TelComm Credit Union.
- h.) Must have internet access, so as to facilitate effective communication and timely distribution of credit union reports and/or other TCU-related correspondence.
- i.) Must complete the "Volunteer Information Form" & "Terms of Agreement" Form.
- k.) A Director/Supervisory Committee member is not eligible for re-election to a TelComm volunteer position after they reach the age of 70. (This requirement does not apply to any of the existing volunteers as of 5-01-08, as their position is grandfathered until that individual opts to not seek re-election or otherwise voluntarily vacates their volunteer position, however this age requirement can be overridden by the Board on a case-by-case basis).

Responsibilities:

- To attend a minimum of 8 of the 12 regular monthly board meetings, and to make an effort to also attend any 'Special Meetings' of the credit union, such as TCU's 'Annual Strategic Planning Session', TelComm's 'Annual Membership Meeting', etc., unless prevented by circumstances beyond their control, thus resulting in an excused absence. A board member should not be absent more than three consecutive regular meetings unless there are unavoidable, extenuating circumstances, in which case the Board Chairman (or President) should be notified. If unable to attend in person, volunteers can consider participating via phone conferencing. If the board considers a fellow Directors' absence to be excessive, the board has the authority to

remove the Director from the board and appoint a qualified replacement to fill the vacated position. All changes in board positions must then be reported to the Missouri Division of Credit Unions and/or the HCUA.

- ▶ To consider all business of the credit union (and its membership) as discussed - to be held strictly 'confidential' in nature at all times.
- ▶ To make an effort to enhance your overall knowledge about TelComm Credit Union, its respective products/services, and the individual responsibilities of a board member; and furthermore, be willing to openly share your knowledge, personal experience, and other expertise - in an effort to provide assistance to fellow Board or Supervisory Committee members, other appointed officers (and/or Management of TelComm Credit Union), in the discharge of their duties within their elected office.
- ▶ To participate to the best of his/her ability in formulating TCU policies as needed - and furthermore, to utilize your professional skills in order to prudently 'approve' finalized policies, and any other matters coming before the Board. Devote full attention to discussion as it relates to issues impacting the future and/or the best interest of TCU, and then vote on all issues submitted for TCU Board's final action.
- ▶ You must also disclose your 'obligations' to other groups/organizations that may be considered to be in 'conflict' with the credit union. You may not participate in any manner, directly or indirectly, in the deliberation or determination of any question affecting your personal financial interest or the financial interest of any corporation, partnership, or association (other than this credit union) in which you have direct interest. In other words, the individual must recuse him/herself from discussion of, and refrain from voting on, issues related to any item that can potentially be construed to be a '*conflict of interest*' with TCU (refer to TCU's Conflict of Interest Policy).
- ▶ Consider completion of various volunteer or other 'operational-related' educational courses as offered by TCU, thus allowing all volunteers the opportunity to enhance their financial expertise and credit union background, which better assists him/her in achieving the long-term goals of the credit union. This can be accomplished by:
 - Trying to take advantage of educational resources as provided by TelComm for volunteers to include, but not limited to, the online training courses as offered by the Credit Union to their employees and volunteers (if applicable).
 - If scheduling permits, consider attending workshops, conferences, or seminars (when applicable), that may provide pertinent information which could also enhance your ability to effectively serve as a credit union volunteer.

Acknowledgment: As a volunteer, I understand the credit union philosophy is to promote thrift which, in essence, helps credit union member-owners achieve financial soundness through one's own efforts. Support growth of credit union membership which is cultivated through members' usage of the credit unions' products/services, all of which should be pro-actively promoted by TCU's volunteers and credit union staff.

The information requested in the attached "Volunteer Information Form" will provide the necessary 'qualifications and responsibility' criteria to assist the Board in determining qualified candidates. Each interested individual is required to complete this form and update the

information contained therein if changes occur at some point from which a 'conflict of interest' may arise, or would otherwise cause the information previously of record to be materially incorrect. Each board member will be required to sign (or otherwise reaffirm) TelComm's 'Conflict of Interest' Policy and 'Confidentiality Agreement' on an annual basis.

Supervisory Committee Qualifications and Responsibilities

'Volunteerism' is a basic foundation of the credit union movement - and TelComm Credit Union (TCU) graciously thanks you for considering to serve as a TelComm Volunteer Official.

Qualifications: The candidate shall be a high school graduate (or higher). It is recommended that Supervisory Committee members have prior experience in business operations, accounting, lending, and financial management - or some combination thereof, though not required.

Additional qualifications are as follows:

- a.) Must be a TelComm Credit Union (TCU) 'member' in good standing – and also maintain a TCU account for a minimum period of one year prior to being considered to serve as a member of the Supervisory Committee.
- b.) Must be of age of 'majority'.
- c.) Must hold in 'strict confidence' all member transaction discussion, credit union internal reports, and 'communications' with (or by) TelComm Credit Union.
- d.) May not be a current employee of TelComm Credit Union.
- e.) May not be a member of the Board of Directors (or other Committee member) of another credit union, bank, savings and loan, or other similar type of financial business that could be considered as a 'competitor' of TelComm - or may otherwise be considered to be a 'conflict of interest'. This does not include your participation in a Credit Union Association such as HCUA, or MCCU.
- f.) Must be 'bondable', and may not have previously been convicted of a felony.
- g.) Must never have created a loss to TelComm Credit Union that was not otherwise reimbursed and/or must never have been a prior loan delinquency problem with TCU.
- h.) Must have internet access, so as to facilitate effective communication and timely distribution of credit union reports and/or other TCU-related correspondence.
- i.) Must complete the "Volunteer Information" & "Terms of Agreement" forms.
- k.) A Director/Supervisory Committee member is not eligible for re-election to a TelComm volunteer position after they reach the age of 70. This requirement does not apply to any of the existing volunteers as of 5-01-08, as their position is grandfathered until that individual opts to not seek re-election or otherwise voluntarily vacates their volunteer position. In addition, the Board of Directors can waive or override this age requirement on a case-by-case basis.

Responsibilities:

- o A willingness to participate openly in the discussion at board meetings. Though current policy does not require that all of the Supervisory Committee members attend every monthly board meeting (.....although all are encouraged to attend), a minimum of one Supervisory Committee member is required to be in attendance and represent the SC at each month-end board meeting and then provide the SC's monthly report (if applicable).
- o To consider all business of the credit union (and its membership) to be strictly 'confidential' in nature.

- Responsible for helping to ensure that our member's funds that are entrusted with the credit union are securely protected and/or are being managed properly. Assist the credit union in any way possible to maintain its financial safety and soundness.
- To coordinate periodic internal audits as needed - or as directed by the BOD (i.e., loan underwriting compliance, teller and vault cash audits, internal control reviews, etc., of the credit union and its operations). All reports and/or findings are then logged, discussed with TCU management and then reported to the Board of Directors.
- Recommend internal safeguards to protect against fraudulent or careless operations by coordinating periodic, unannounced operational reviews or audits, and by attending Board meetings when available - so as to remain fully informed of various actions or policy revisions as taken by the Board of Directors.
- In so-much-as possible, try to become familiar with the overall credit union organization, so he/she feels comfortable with its operations, and as a result, are then encouraged to recommend enhancements to existing policies to the Board of Directors and Management.
- Supervisory Committee members are not allowed to 'vote' on credit union policies (or other issues) being considered for approval by the Board of Directors, however SC members are encouraged to participate in the discussion of those policies, or other issues under consideration by the Board or Management.
- When possible, try to enhance your overall knowledge about TelComm Credit Union, its' respective products/services, and the individual responsibilities of a Supervisory Committee member; and furthermore, be willing to openly share your individual knowledge, personal experience and other expertise in an effort to provide assistance to fellow Committee members and Board members (and Management of the credit union) in the discharge of their duties within their elected office.
- Disclose your obligations to other groups or organizations that may be considered to be in 'conflict' with TelComm Credit Union. You may not participate in any credit union matter, directly or indirectly, in the deliberation or determinations of any question which affect your personal financial interest - or the financial interest of any corporation, partnership, or association (other than TCU) in which you have direct interest - which may conflict with TCU. In other words, you must recuse yourself from the discussion of issues that could potentially be considered to be as a *conflict of interest* with TelComm.
- Consider any credit union (or other operational-related) educational course as provided by TelComm to include, but not limited to, online training courses (if applicable), thus allowing all volunteers the opportunity to enhance their financial expertise and credit union related educational background. These resources serve as tools to assist you in your ability to help achieve the long-term goals of TelComm Credit Union.
- As scheduling allows, consider attending workshops, conferences, and seminars (if applicable) that may provide valuable information which would hopefully enhance your

overall ability to effectively serve as a credit union volunteer.

Acknowledgment: As a volunteer, I understand the credit union philosophy is to promote thrift, which, in essence, helps credit union member-owners achieve financial soundness through one's own efforts - and to support growth of the credit unions' membership as encouraged through our members usage of the credit union's products/services, all of which should be pro-actively promoted by TCU's volunteers and credit union staff.

The information requested in the attached "Volunteer Information" form" will provide TelComm the necessary information for the purpose of determining qualifications of prospective candidates. Each interested individual is required to complete this application, and update the information contained therein if changes occur from which a 'conflict of interest' may arise, or would otherwise cause the information previously recorded to be materially incorrect.

All Supervisory Committee members will be required to sign (or otherwise reaffirm) TelComm's 'Conflict of Interest' Policy and 'Confidentiality Agreement' on an annual basis.

TCU VOLUNTEER INFORMATION FORM

Section A – Please answer the following (and/or attach a current resume).

Biographical Information

(a) Full Name: _____
(First Name) (Middle Initial) (Last Name)

(b) Business (or Employment) Name/Address: _____
(Business or Current Employer's Name)

_____ Work Phone: (____) _____
(Address of your Business or Current Employer)

Cell Phone: (____) _____ Work Fax: (____) _____

(c) Residence Address: _____ Home Phone: (____) _____
(Street)

Work (and/or Home) email address: _____

Work History

(a) Give a brief account of your business experience during the past several years (if applicable), including your principal occupation(s) and your current (or prior) employment.

1.) Position Title: _____ Service Period: _____
(Month / Year to Month / Year)

Employer: _____
(Name) (State) (City)

Type of business: _____

Size of Organization: _____

Responsibilities: _____

Reason for leaving (if applicable): _____

2.) Position Title: _____ Service Period: _____
(Month / Year to Month / Year)

Employer: _____
(Name) (State) (City)

Type of Business: _____

Size of Organization: _____

Responsibilities: _____

Reason for leaving (if applicable): _____

Educational Background

(a) Starting with your most recent school attended, provide the following information:

	School (include City & State)	Years Completed	Degree(s) Received	Major/Minor
1.)	_____	_____	_____	_____
2.)	_____	_____	_____	_____
3.)	_____	_____	_____	_____
4.)	_____	_____	_____	_____

Skills and Qualifications

(a) Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position as a Credit Union Volunteer.

Related Information

(a) To what job-related organizations (professional, trade, etc.) do you currently belong, or been associated with in the past?

<u>Name of Organization</u>	<u>Years of Service</u>
_____	_____
_____	_____
_____	_____

(b) List any special accomplishments, publications, awards, etc. (if applicable).

(c) What community activities are you involved in (if applicable)?

<u>Name of Community Activity</u>	<u>Position Held</u>
_____	_____
_____	_____
_____	_____

Current Schedule

(a) Are you able to meet the 'attendance' requirements of a 'Volunteer' position, which include monthly meetings during the evening hours (or day-time), either in person - or by phone?

Circle One: Yes No If not, why? _____

Referral Source

(a) How were you referred to TelComm Credit Union?

_____ By Credit Union staff _____

_____ By existing Board or Committee Member _____

_____ Through TelComm's e-blast newsletter or website _____

_____ My belief in the credit union philosophy created a desire to serve as a credit union volunteer _____

(b) Are there any arrangements, understandings, conditions or relationships between you and TelComm Credit Union and/or its staff or volunteers prior to being selected as a Volunteer which may be construed as a 'Conflict of Interest'?

Circle One: Yes No

If your answer is "yes" please describe such arrangements or understandings, including the date, the person or organizational name, and other pertinent information associated with the arrangements described therein.

(c) Please state your reason(s) for wanting to serve as a Volunteer Official of TelComm Credit Union:

Volunteer Applicant Acknowledgement

The undersigned hereby certifies that the answers which have been supplied in response to the questions in this questionnaire are true, complete and correct to the best of the undersigned's knowledge, information and belief after reasonable inquiry. The undersigned agrees to promptly notify TelComm Credit Union officials if any of the foregoing information becomes materially inaccurate, incomplete or otherwise adversely changes, and/or circumstances where a conflict of interest may arise. Law also requires all volunteers be bonded, which TelComm provides at the credit unions expense. I also hereby authorize the credit union to obtain a background check - for bonding purposes (if applicable).

Volunteer Applicant Signature

Print Name

(Date)

TELCOMM CREDIT UNION

Terms of Agreement for Serving as a Board Member - or Supervisory Committee Member

I, the undersigned, fully understand and do hereby agree that to serve as a Board of Director or Supervisory Committee member for TelComm Credit Union - I will abide by the following:

- 1.) Make every effort to attend the monthly and/or special meetings of the board when notified, as well as the credit union's Annual Planning Session, unless prevented by reasonable circumstances.
- 2.) Attempt to learn more about TelComm Credit Union as an organization - as well as its products and services, and about my individual responsibilities as a TelComm Volunteer.
- 3.) Consider the business of the credit union and its members to be 'strictly confidential'.
- 4.) Disclose to the Board any obligations to any other group or organization that may be in conflict with the credit union, and refrain from discussing (and/or voting) on issues relating to such conflict.
- 5.) Participate in the discussion and finalization of TCU policies - and other matters coming before the Board, and give full attention to problems of the credit union, and vote (if eligible), on all issues submitted or proposed to the Board for final action.
- 6.) Give assistance to my fellow volunteers, other elected officers, and employees of the credit union in the discharge of the duties of their offices.
- 7.) Consider taking advantage of any credit union related educational resources as provided by TelComm for volunteers (i.e., such as online training courses if applicable, etc.)
- 8.) As your work schedule permits, consider attending various workshops, conferences, and seminars that provide pertinent information which could enhance your ability to more effectively serve as a credit union volunteer.

Date: _____ Signature: _____

Board Revised: November 26th, 2014