



Thank you for expressing interest in a position on the Ripco Credit Union Board of Directors. Following are the forms the Nominating Committee would like to have you complete and return for review.

In this packet, you will find:

- ✓ Position Description
- ✓ Associate Board Member Application
- ✓ Bondability Disclosure
- ✓ Authorization to obtain consumer report information

Please review and complete the enclosed forms and return to Ripco Credit Union via email to RCUBOARDCOMM@ripco.org or via mail. Thank you for submitting your application and your interest in serving Ripco Credit Union.

Sincerely,

RIPCO CREDIT UNION
Dr. Grace Zuiker Nash
Board Chair



POSITION DESCRIPTION

POSITION TITLE: Associate Board Director

The Board of Directors sets the policy and directs Management in the overall running of the credit union. Associate Directors will be non-voting participants of the Board of Directors. The Board's duties and responsibilities shall include but not be limited to the following:

Basic Responsibilities:

Participate in board directed discussions and activities related to the following:

- 1) Make strategic decisions regarding the course of action for the credit union by establishing objectives and formulating policies.
- 2) Hire, conduct performance evaluations, and replace/terminate/remove, if necessary, the credit union President/CEO.
- 3) Approve salary and benefits for credit union staff as recommended by the President/CEO.
- 4) Participate in committees as appointed by the Board Chairman.
- 5) Ensure the credit union meets all federal and state regulations and guidelines.
- 6) Monitor activities of appointments to committees.
- 7) Maintain, review, and update the credit union by-laws.
- 8) Maintain the confidentiality of all credit union business.
- 9) Attend and actively participate in monthly Board meetings.

Duties:

- 1) Thoroughly review Board packets prior to each Board meeting.
- 2) Thorough knowledge of the Board Policy Manual.
- 3) Be aware of state and federal political issues regarding the credit union movement.
- 4) Give all assistance possible to fellow Board Directors, appointed officers, and employees of the credit union in the discharge of the duties of their offices and position.
- 5) Disclose possible conflicts of interest and refrain from voting on issues relating to the conflict.

Associate Board Director Qualifications:

- See attached



Required Meetings:

- ✓ Monthly Board meetings are held on the last Tuesday of each month in the Rhinelander branch conference room, and occasionally at branch locations. The meeting begins at 5:00 p.m. and lasts approximately 90 minutes.
- ✓ Annual meeting of the membership held in April. The Organizational meeting held on the last Tuesday of April prior to the monthly Board meeting.
- ✓ Other assigned committee meetings generally held in the Rhinelander branch conference room unless otherwise specified. Dates vary depending on specific committees.

Educational Requirements:

- ✓ Obtain the Certified Credit Union Board Member designation within the first 12 months as a Board Member. This certification is paid by the Credit Union, self-paced and takes approximately 14 hours to complete.
- ✓ Encouraged to attend an educational/training program per year, paid by the Credit Union. Associate Board Directors are encouraged to summarize the content of attended programs to the Board at the next Board meeting.

Personal Liability:

Ripco Credit Union carries personal liability insurance. The policy protects the credit union's volunteer Directors from liability arising out of duties performed while conducting credit union business.

I have read and understand the Associate Board Director Position Description. I agree to abide by all the requirements applicable to my duties as an Associate Board Director. If during my term of office, I find myself unable to devote sufficient time to credit union business and fully comply with the aforementioned duties and requirements, I will resign my position as an Associate Board Director.

Signature

Date



ASSOCIATE BOARD MEMBER APPLICATION

Name _____

Are you a Ripco Credit Union member? Yes No

For how long? _____

Where are you presently employed?*

Why are you interested in serving on the Ripco Credit Union Board of Directors?

Are you able to attend a monthly Board Meeting at any of Ripco's branch locations?
 Yes No

What areas of expertise do you believe you could provide Ripco Credit Union?

Please give us your work history that might be relevant to this credit union Board position including place of employment, position, and number of years of service.*

Please list any community or business organizations of which you are part of and state how they may relate to your service on our Board.*

RCU defines a "member in good standing" as one who actively utilizes credit union services, has no delinquencies or forfeitures of payment, including loans, credit or debit card services, checking accounts, etc., maintaining all of their accounts in a financially responsible way. Does this describe you?

Yes No

**A resume may be submitted in lieu of a written response*



To serve as an Associate Director on the Board, Ripco Credit Union must obtain a credit bureau report to determine your overall financial standing. A separate, enclosed form will require your signature to grant us that privilege, with the understanding that such information will remain strictly confidential.

I have read the Associate Board of Directors Qualifications and hereby state that I do meet and pledge to continue to meet the general requirements as stated including participating in educational courses, adhering to strict confidentiality requirements, and maintaining my membership in good standing.

I have fully and truthfully answered the Associate Board Questionnaire, which I am hereby submitting. Therefore, please accept my name for consideration for nomination.

Signature of Applicant

Date

Address

Telephone

City/State/Zip Code



BONDABILITY DISCLOSURE

- 1) Have you ever had any Bond coverage modified or revoked or has any application for a Bond ever been declined? Yes___ No___
- 2) Have you ever been convicted of or pled guilty, or nono contendre (no contest), in a domestic or foreign court, to any felony or misdemeanor (excluding minor traffic violations)? Yes___ No___
- 3) Are you presently the subject of any criminal action investigation or proceeding or have you ever entered into a nolle prosequi (no prosecution) diversionary program? Yes___ No___
- 4) Has any organization over which you exercised management or policy control ever been convicted of any misdemeanor or felony act during or as the result of your employment? Yes___ No___
- 5) Have you ever had any securities or insurance license suspended or revoked? Yes___ No___

NOTE: A positive response to any or all of the above questions is not an automatic bar to Board service. All circumstances will be considered. If you have answered “yes” to any question, please provide the full details below. If you need additional space, please attach a separate explanation.

I certify that the statements above are true. I agree to hold harmless Ripco Credit union, its insurer, or its agents against any and all actions, proceedings, liabilities, damage, loss, cost, and expenses including legal fees that may be sustain or become liable for any reason of any dishonesty on my behalf.

Signature

Date



AUTHORIZATION TO OBTAIN CONSUMER REPORT INFORMATION

By signing this document, I authorize Ripco Credit Union to obtain information regarding my identity, credit history, and other banking history from a consumer reporting agency.

I understand that this information will be used in conjunction with the request to serve on Ripco Credit Union Board of Directors in an Associate Director position. I further understand that this information will remain confidential and shared only with Directors on a need-to-know basis.

Name

Social Security Number

Signature

Date



Qualifications of Directors

- No person may be elected or appointed as Director unless that person has been a member of the credit union for one year prior to record date.
- Any person that has been employed by Ripco Credit Union and has been terminated shall not be eligible to become a Director.
- Be at least 18 years of age.
- Be bondable and voluntarily submit to a criminal background check.
- Not have been an employee of the credit union or its subsidiaries for the past five years.
- Not be an employee, officer, committee member or director of another financial institution.
- Directors must be conscientious in preparing for and attending meetings.
- Directors must be fair in dealing with members, officers, employees, and regulators.
- Must be willing to grow in knowledge and attend educational programs, which includes completion of the CUNA Certified Credit Union Board Member Certification.
- Should promote and be a sales representative for the credit union.
- Directors should be financially solvent, financially active in the credit union, and good credit risk.
- Directors should be imaginative, innovative, and willing to lead.
- Directors should have experience in business and business acumen, or the commitment to learn.
- Directors should represent a broad cross-section of the membership, (a blend of the various demographic, SEG, community, ethnic, retiree, and employee groups).

The Board of Directors will instruct the Nominating Committee to use these requirements and qualifications as a guideline in recruiting potential candidates for Board of Directors.



POSITION DESCRIPTION

POSITION TITLE: Board Director

Each member of the seven-member Board of Directors is elected by the membership to serve a three-year term. The Board sets the policy and directs Management in the overall running of the credit union. The Board's duties and responsibilities shall include but not be limited to the following:

Basic Responsibilities:

- 1) Make strategic decisions regarding the course of action for the credit union by establishing objectives, and formulating policies.
- 2) Hire, fire, and evaluate the credit union President/CEO.
- 3) Approve salary and benefits for credit union staff as recommended by the President/CEO.
- 4) Participate in committees as appointed by the Board Chairman.
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Board Director Qualifications:

- See attached



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