

HOME TOWN FEDERAL CREDIT UNION

POSITION DESCRIPTION

Position Title: **Associate Board Member**

Accountable to: **Membership, Board of Directors**

Responsibility Summary:

Attend and participate in meetings of the Board of Directors as an uncompensated appointed volunteer. Become educated on the responsibilities and roles of the Credit Union Board of Directors, along with the overall operations and structure of the Credit Union.

Duties and Responsibilities:

1. Attend all meetings of the Board and participate in all discussions. These meetings include monthly board meetings, strategic planning sessions, committee meetings and annual meetings. There may be no more than four excused absences during the one year term of service.
2. Prepare for meetings by reviewing all related materials pertaining to the meeting.
3. Accept committee assignments and work on projects as needed.
4. Participate in orientation programs.
5. Review materials pertaining to the Credit Union, such as policy manuals, handbooks, and Bylaws, to gain an understanding of volunteer's responsibilities and the overall operations of the Credit Union.
6. Read industry related material as it is made available.
7. Take training courses as directed by the Board Chair.

8. Attend Credit Union sponsored social activities for volunteers.
9. Consider future volunteer opportunities as they are presented.
10. Maintain all business affairs in a professional and confidential manner and refrain from conduct that may present a conflict of interest to the Credit Union.
11. Abide by the *Letter of Commitment for Volunteers*.

Qualification Requirements:

1. A member in good standing of the Credit Union and a personal interest in participating in the credit union movement.
2. A commitment to attend and participate in all regular and special meetings of the Board of Directors, along with committee meetings periodically.
3. Ability and desire to attend appropriate educational seminars and training programs related to the responsibilities of a credit union volunteer.
4. Demonstrated desire to learn about the Credit Union, its services, laws and regulations that govern it and the duties and responsibilities of a credit union volunteer.