

BOARD OF DIRECTORS

P&G Mehoopany Employees FCU

APPLICATION

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PGMEFCU

INSTRUCTIONS

- Review the Duties and Responsibilities of the Board of Directors and Eligibility Requirements.
- Fill out application packet completely and answer all questions.
- Along with the application you will need to complete the following:
 - A brief (one paragraph) statement on why you are interested in becoming a member of the P&G MEFCU Board of Directors.
 - Complete, print and sign the following application and submit at the Credit Union by January 31st to be considered by the nominating committee. Any member meeting the eligibility requirements, but not nominated by the committee, may use the petition process.
 - If accepted as a nominee you will also need to submit a head shot of yourself and a brief candidate information statement for the election process (this information will be published in the quarterly newsletter). If you do not have a photo, our Marketing Department can take one for you. Call 570-836-0329.

P & G MEFCU
Attn: Nominating Committee Chair
15 Lane Hill Road,
Tunkhannock, PA 18657.

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DUTIES AND RESPONSIBILITIES

POSITION SUMMARY

The directors are trustees of the funds that the members place in their care. In applying for the position of a Director, you are committing to serve the Board as a voting member, develop policies, procedures, and regulations for the operation of the Credit Union; and to monitor finances of the Credit Union, its products and performance. You agree to fulfill all of the obligations, contained below. You will need to fully understand your fiduciary responsibility that will be entrusted to you and perform the duties to the best of your abilities.

A full term upon election is three years from the annual meeting.

Directors have an obligation to manage the affairs of the credit union in such a way that the purposes for which the credit union was organized are attained. The Board consists of nine members which are selected through an election process as described in the credit union bylaws.

A Director is actively involved, within the context of the organization's policy governance model, in the policy-making, strategic planning, and oversight responsibilities necessary for the success and well being of the credit union and its members.

Director Duties:

Expected Meeting attendance:

- Prepare for, regularly attend and actively participate in board meetings as scheduled, at the minimum 12 per year or as deemed necessary.
- Attend the Credit Union annual meeting and other special events as needed.
- Attend strategic planning sessions as scheduled.
- Attend special meetings when applicable.
- Listen respectfully to others points of view.

- Participate in open exchange of ideas.
- Participate in decision making.
- Educate yourself about the needs of the members served by the Credit Union.

Director Responsibilities:

- Maintains the confidentiality of all credit union affairs.
- Ensure PGMFCU adheres to pertinent laws, regulations and sound business practices by establishing boundaries within which the CEO may operate and establish operational procedures.
- Establish policy
- Monitor finances and assure financial soundness
- Develop, monitor, and update long-range plans
- Assure that products and services meet the needs of the members
- Keep current with all regulations, policies, and trends in order to make sound critical decisions
- Attend or complete required annual training seminars the cost of which (seminar costs) will be reimbursed by the credit union. Participate in training, retreats, workshops other training opportunities and events to increase your knowledge to better serve the membership.
- Upon completion of all training seminars provide a brief presentation to the board in order to expand that training to the entire board.
- Willingness to volunteer and serve on committees of the Board as appointed.
- Report immediately to the Chairman of any conflicts of interest that would prohibit you from fulfilling all of your duties and responsibilities as a Director.

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ELEGIBILITY REQUIREMENTS

- 1) Candidate must meet the following requirements:
 - A minimum age of 18 years old as of the election date.
 - Be a member in good standing of the Credit Union.
 - ❖ \$5 minimum balance in savings.
 - ❖ No more than three overdrafts in deposit accounts at PGMFCU within the past twelve months
 - ❖ No bankruptcy within the past seven years and no delinquencies in any or all accounts.
 - No criminal convictions for any felonies or for any crime involving theft, dishonesty, fraud, deceit, misrepresentation, violence or sexual misconduct. Convictions for misdemeanors will be reviewed by the nominating committee for Board action.
 - Minimum education of high school degree or GED equivalent.
 - Satisfactory background and credit report as determined by the Nominating Committee.
- 2) Candidate should be prepared to attend monthly board and periodic committee meetings if elected. Per the Policy Manual, a director may be removed due to lack of attendance.
- 3) Desirable qualifications include actively serving on a standing or special committee of the Credit Union.
- 4) No nominee for office shall serve in any capacity in the election process.
- 5) No employee or their immediate family members of our Credit Union shall be allowed to run for any elected office.
- 6) Previous employees may not run for four (4) years following the end of their employment with the Credit Union and not have been dismissed for cause.
- 7) All officials and employees of other financial institutions will be prohibited from running for elective office of this credit union because of Part II of the NCUA Rules and Regulations, which prohibit "Management Official Interlocks."

Director Application and Agreement to Serve

Applicant's Name: _____
Last First Middle

Members Number (Account No.) _____

Home Address: _____
Street City State Zip Code

Phones: (_____) (_____) (_____)
Residence Business Fax

E-mail Address: _____

Employer: _____

Position/Title: _____

Department: _____

Do you have an immediate relative(s) that works for the credit union? Yes No
IF YES, you are ineligible to apply

LIST ANY CREDIT UNION COMMITTEES (INCLUDE DATES) YOU HAVE SERVED ON:

LIST ANY OTHER EXPERIENCE (INCLUDE DATES) RELATED TO THE FINANCIAL / BANKING INDUSTRY:

LIST ALL OTHER COMMUNITY SERVICE OR CHARITABLE ORGANIZATIONS YOU HAVE BEEN INVOLVED WITH. INCLUDE LENGTH OF SERVICE AND ANY OFFICES OR POSITIONS HELD.

The “Questions and Answers” section below is intended to provide the nominating committee with a better understanding of the skills and strengths that you would bring to the credit union if elected to office.

1) If elected, what assets (i.e. skills, expertise, etc.) would you bring to the Board of Directors, and how would these benefit the Credit Union and its members?

2) If elected, what would be your primary focus as a member of the Board?

COMMITMENT TO HOLD OFFICE:

By signing below,

I certify that I have read and meet the above “ELIGIBILITY REQUIREMENTS”.

I certify that I have read the attached “DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS” and understand that this is a non-paying, volunteer position.

I agree to an Interview with the Nominating Committee.

I pledge that if elected, I will carry out the responsibilities of a director to the best of my abilities and work for the betterment of P & G Mehoopany Employees Federal Credit Union.

I authorize P & G Mehoopany Employees Federal Credit Union to obtain a credit report and background check.

Signature: _____ Date: _____

Completed application must be returned by mail or in person to PGMEFCU, 15 Lane Hill Road, Tunkhannock, PA 18657. Application must be received in Credit Union office by January 31st.