



Dear Changing Seasons Federal Credit Union Potential Volunteer:

Thank you for your interest in serving as a volunteer for Changing Seasons Federal Credit Union. As a not-for-profit financial cooperative, our Directors, Associate Directors and Committee Members serve in a non-compensated, volunteer capacity with the primary objective of representing the best interest of our members, while maintaining the financial strength of the credit union. Volunteerism can be an extremely rewarding opportunity, as you will provide leadership in the future direction of the organization. We ask that you review the following information, along with your time availability, in consideration of this role. If you are interested in pursuing a role further, please complete the attached Volunteer Application. Thank you again for your interest in serving.

Board Members

Structure and Term

The Board of Directors is a seven person body elected by the members of the credit union for terms of up to three years. The board provides general direction and control of the credit union. The Executive Committee includes the Board Chair, Vice Chair, and Treasurer/Secretary.

Associate Board Members

Structure and Term

Associate Board Members are appointed by the Board of Directors and basically serve in a similar capacity as a Board Member, without the responsibility of voting. On the job training is provided where the Associate Board attends all board meetings and learns the process of what it takes to run the credit union. There are up to three Associate Board Members who serve no specific term, but are groomed to ultimately serve as a regular Board Member.

Committee Members

Structure and Term

The first two regular committees (ALCO and Board Governance) are comprised of at least one board member, one associate board member, one management staff member. The Board of Directors is charged with appointing all committee members at the credit union's annual meeting held in April of each year.

- ALCO Committee – oversees the financial health of the credit union by reviewing financial information, budgets, rates on loans, dividends on deposit accounts, etc.
- Board Governance – develops and updates policies and procedures regarding the board and committees.
- Marketing – oversees all of the marketing activity, membership development, credit union branding, etc.
- Supervisory Committee - There are up to five people who serve on this committee and their major responsibilities are:
 - Ensuring an external audit is completed annually through the engagement of an audit firm
 - Ensuring a member account verification is completed every two years
 - Performing periodic cash counts and ensuring internal control policies are adhered to
 - Providing oversight of internal control activities

Estimated Time Commitment

<i>Meeting/Event</i>	<i>Estimated Time Commitment</i>	<i>When</i>
BOARD/ASSOCIATE BOARD MEMBERS	1 hour – starts at 5:30pm Regular Board Meetings	3 rd Tuesday of each month
COMMITTEE MEETINGS	1-1 ½ hours	ALCO Board Governance Marketing Supervisory
ALL VOLUNTEERS	1-1 ½ hours Annual Meeting	Second Wednesday in April

General Volunteer Information

Training and Education

All Board Members and Associate Board Members receive a variety of information and resources – such as the Credit Union Board of Directors Handbook, Job Description, Duties & Responsibilities, Board Governance Manual, etc. Training is provided at the start of each regular board meeting. Orientation and financial reporting are provided, online education is available and there are events which provide volunteer education and networking such as chapter meetings, annual volunteer conference, etc.

Travel and Expense Reimbursement

All volunteer's expenses related to credit union events, business, and travel are fully reimbursed by the credit union which includes, meals, lodging and related mileage expenses.

General Volunteer Requirements

- Be able to fulfill the time commitments of the position with regularity
- Maintain membership in the credit union in good standing (Basic requirements: be at least 18 years old and have a membership share account with a minimum balance of \$5.00)
- Act in the best interest of the membership as a whole
- Maintain confidentiality and the privacy of our members
- Maintain an adequate level or knowledge of the credit union industry
- Be engaged and respectful with members, employees and fellow volunteers

VOLUNTEER APPLICATION

Our volunteers represent the unique leadership structure of credit unions and represent the best interests of our members. Serving as a volunteer is a purposeful and rewarding opportunity to direct and serve. We appreciate your interest in serving fellow members of Changing Seasons Federal Credit Union.

As a progressive, member-owned, community focused credit union, Changing Seasons Federal Credit Union's motto is "Here for what tomorrow brings", so we offer a comprehensive array of products and services by building strong relationships with members and members to be. We provide a challenging and rewarding environment for our staff which allows them to determine "Who We Are" and "Why We're Here":

"WHO WE ARE"

- We are
 - Caring
 - Good Listeners
 - Thoughtful
 - Helpful
 - Fun
 - Trustworthy
 - Positive
 - Energetic
 - AWESOME

"WHY WE'RE HERE"

When you put your heart into something, it shows.

Every detail receives attention.
Every fiber reflects your touch

That's how we approach taking care of our members: ***handcrafting each banking experience*** just for them. We take the time to understand our members' needs and ***offer solutions*** that make their lives better.

We are a team of artisans, and our work is our pride and joy!

Full Name:

Date:

Address:

City, State, Zip

Phone: (Primary)

(Alternate)

Email:

Employer:

Address:

City, State, Zip:

Position/Title:

Are you a credit union member now?

Account #

Are you eligible to become a credit union member? ___Yes ___No

Potential Volunteer areas of interest:

___ Associate Board Member

___ ALCO Committee

___ Board Governance

___ Marketing

___ Supervisory

If you know anyone of our staff member, current or previous volunteers, please state their name(s) and your relationship(s):

Name	Relationship

Please state why you would like to serve as a Changing Seasons Federal Credit Union Volunteer:

Please describe your previous work-related or volunteer experience which would qualify you as a volunteer at Changing Seasons Federal Credit Union:

References:

1. _____
Name Phone

Email Relationship

2. _____
Name Phone

Email Relationship

Volunteers of Changing Seasons Federal Credit Union pledge to adhere to the policies and guidelines adopted by the Board of Directors and maintain a member relationship in good standing. Article 1785, section 205(d) of the Federal Credit Union Act states the “any person who has been convicted of a criminal offense involving dishonesty or a breach of trust may not participate, directly or indirectly, in any manner in the conduct of the affairs of an insured credit union” and are therefore prohibited from performing volunteer duties at Changing Seasons Federal Credit Union.

Have you ever been convicted of a felony or a financially-related misdemeanor?

Yes **No**

Volunteer Certification:

I certify that the facts stated above in the Volunteer Application are true and complete to the best of my knowledge. You have my permission to contact those listed in references and employers to release information to Changing Seasons Federal Credit Union or to person(s) designated by them, and agree there shall be no liability for issuing such information.

I authorize the Credit Union to obtain a background check in connection with this application.

I understand that by registering with Changing Seasons Federal Credit Union, I am under no obligation to accept a volunteer assignment.

Signature

Date

Changing Seasons Federal Credit Union
Volunteer Application
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