



**Effective Date:** November 2018

**Status:** Volunteer

**Term:** One Year

**Position:** Director  
**Supervises:** President/CEO  
**Reports To:** Members

## Summary

Board members are responsible for directing and guiding the general business affairs of the Credit Union. Board responsibilities include protection of membership funds, review and approval of policies, strategically planning for the future, education of membership in services and communication with the membership. The Board is also responsible for the successful operation of the Credit Union by choosing a qualified President/CEO.

## Primary Duties & Responsibilities

1. Works with the President/CEO and other Board members to develop strategic plans, objectives and goals for the Credit Union.
2. Ensures the Credit Union adheres to pertinent laws, regulations and sound business practices.
3. Ensures the Credit Union maintains sound financial conditions and assets are protected.
4. Reviews and approves the Credit Union's budget.
5. Approves the annual purchase of a blanket fidelity bond.
6. Reviews and evaluates all policies and by-laws at least once a year.
7. Ensures the development and introduction of new products and services.
8. Ensures the Credit Union is represented with our sponsor (Unilever NA) in ways that enhance the Credit Union's reputation and image.
9. Defines the scope of the President/CEO's job, hires a qualified candidate and reviews annually his or her progress in achieving goals and objectives.
10. Appoints Supervisory Committee members and other committees that may be deemed necessary.
11. Attends monthly Board meetings, exercises sound judgment independently from the President/CEO and reports to the membership at the Annual Meeting. Attends the annual Strategic Planning Session. Please note that, per Board Bylaws, Article VI - Section 9, "If a director, executive officer, or member of the Supervisory Committee fails to attend regular meetings of the Board or Committee for three (3) consecutive meetings, or five (5) in a calendar year, or otherwise fails to perform any required official duties, such person shall be deemed to have resigned from that office. After giving that official reasonable notice and opportunity to be heard, such resignation may be accepted and the person's office may be declared vacant by the Board and the vacancy filled as herein provided." ( Time commitment of 2-4 hours per month ).
12. Actively participates in making decisions directed toward improving the financial lives of the membership.

13. Actively participates in educational opportunities provided by the Credit Union to enhance your understanding of the Credit Union industry and Unilever Federal Credit Union-specific issues. All Directors are expected to participate in and take advantage of the following educational resources and opportunities:

- a. Completes key Volunteer Achievement Program (VAP) modules to enhance your understanding of credit union operations. Directors are expected to complete the first three VAP modules (V01-History and Philosophy, V02-Financial Reports and V03-Managing Risk) during their first year on the Board. Following the first year, Directors are expected to complete two VAP modules annually.
- b. During Board Meetings, participates in quarterly educational presentations provided by relevant Unilever Federal Credit Union staff and other industry speakers.
- c. Actively utilizes rolling educational calendar to identify and participate in relevant conferences, webinars, legislative meetings, town halls or other credit union events that would enhance your knowledge of Credit Union industry issues and dynamics. Provides summary feedback to the full Board upon completion.
- d. To augment other educational opportunities, participates in Unilever Federal Credit Union's learning management program, an online video series focusing on key issues facing credit union Directors.
- e. Participates in other relevant educational opportunities.

### **Requirements – Skills, Job Knowledge & Abilities**

1. Understanding of Credit Union philosophy and history.
2. Ability to understand basic financial reports.
3. Ability to think and plan strategically.
4. Familiarity with Credit Union policies and by-laws.
5. Be a member in good standing at the Credit Union.
6. Be a least 18 years of age.

Unilever Federal Credit Union believes each volunteer makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities of any job.

This position description is designed to outline primary duties and qualifications, but not limit you or the Credit Union to only the essential functions identified. Ideally, each volunteer will offer his or her services whenever necessary to ensure the success of Unilever Federal Credit Union.

I have read the above position description and acknowledge my understanding of the duties and tasks. I recognize that my participation and commitment to this position, including fulfillment of the educational requirements, will be reviewed annually and may be relevant should I seek re-election.

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Director's Signature

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Date