

Board Of Directors

Job Description, Responsibilities, and Qualifications

SUMMARY

The purpose of the volunteer Board of Directors is to provide strategic leadership and oversight that aligns with BHCCU's mission, vision, and values. As diverse representatives of the community, the Board serves as the primary force to lead and direct the organization to the realization of its potential for service and fulfillment of its obligations to all its constituencies.

Directors are required to abide by all applicable state and federal laws, rules, regulations, BHCCU bylaws, policies, and procedures, and meet the qualifications outlined below.

RESPONSIBILITIES

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In addition to the duties outlined in the Board of Directors Job Description (Duty of Care, Duty of Loyalty, Duty of Obedience), all Directors are expected to:

- Disclose possible Conflicts of Interest.
- Evaluate and vote on policies, strategic decisions, and required governance items.
- Approve any loans from BHCCU to Directors or Associate Directors.
- Maintain confidentiality of all BHCCU business.
- Thoroughly review BHCCU Board packets prior to each Board Meeting.
- Attend and actively participate in all Board meetings, annual meetings, and the annual strategic planning session.
- Review the BHCCU Governance Policy Manual.
- Participate in educational activities.
- Regularly use credit union products and services.
- Provide support and assistance to Directors and BHCCU employees.

ESTIMATED ANNUAL TIME REQUIREMENT

	APPROX. HOURS
Attend monthly meetings & email communique	36-40
Preparing for meetings (reading reports)	12-15
Strategic Planning	8-10
Committee meetings, special meetings, etc.	12-15
TOTAL	68-80 HOURS

QUALIFICATIONS

No person may be elected or appointed as Director unless that person has been a member of the credit union for one (1) year prior to the record date of the election. Furthermore, no person or spouse of a person who is a paid employee of the credit union, other than the President, may become a Director unless that employee resigns his/her employment with the credit union prior to taking office. In addition, no person may be elected or appointed as a Director unless that person meets the guidelines concerning Director qualifications set forth in the policies of the credit union.

Board Of Directors

Job Description, Responsibilities, and Qualifications (cont.)

An individual shall not be eligible to serve as a Director for the Credit Union if she or he:

1. Is, or has been within the last 5 years, a BHCCU employee, or is an immediate family member of such person.
2. Is a former employee of BHCCU who was asked to resign or whose employment was terminated, or is an immediate family member of such person.
3. Is an immediate family member of a currently serving Board Member.
4. Has previously served on the BHCCU Board but has been asked to resign or has been removed from the Board, or is an immediate family member of such person.
5. Is, or has been within the last 5 years, in a "Leadership Position" (which is defined as an executive officer or member of the board of directors) at the international, regional, or local level of a labor union that represents BHCCU employees.
6. Is currently in a Leadership Position with a paid vendor or contractor for BHCCU that receives greater than 50% of its annual gross revenues from BHCCU purchases of its products or services.
7. Has been convicted of a felony, has caused financial loss to BHCCU, or cannot be bonded.

These qualifications and eligibility requirements apply regardless of the number of signatures obtained on a petition.

Annually, the Board of Directors establishes competencies that are required to successfully govern the credit union. These competencies are outlined below.

COMPETENCIES

Applicants with strong applicable skills, experience, and characteristics will be given highest consideration. Some skills and characteristics that prove to be valuable in fulfilling the role of a Board Director include:

- Collaborative nature
- Experience with financial statements & budgeting
- Knowledge of fiduciary responsibilities
- Ability to plan and think strategically
- Respectful and accepting
- Experience with using technology
- Credit union knowledge
- Experience in finance and/or economics
- Public relations training or background
- Experience as a senior executive or administrative management
- High integrity
- Strong commitment
- Knowledge of higher-level accounting and/or auditing
- Knowledge of board governance principles
- Business acumen
- Community leadership and involvement
- Experience in human resources and/or performance management
- Experience in lending (mortgage, consumer, or business lending)

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Job Description, Responsibilities, and Qualifications *(cont.)*

BENEFITS

- Annual Education & Professional Development Allowance
- iPad
- Cell Phone Allowance
- Monthly Mileage Stipend to attend Board Meetings
- Participation in Community & Charitable Events as a BHCCU Representative

ASSOCIATE DIRECTOR PROGRAM

Blackhawk Community Credit Union offers an Associate Director Program to community members interested in serving on our Board of Directors. It provides education and mentoring to potential new Directors while filling an important need of continuity and succession planning for the credit union.

Associate Directors attend meetings and participate as representatives of the Board on committees and report outcomes to the Board at monthly meetings, but they do not vote. They are required to abide by all applicable state and federal laws, rules, regulations, BHCCU bylaws, policies, and procedures, and meet the qualifications.

To serve as an Associate Board Director, the above qualifications will all apply with the exception of length of membership. An Associate Director must become a member prior to being seated as an Associate.