



PIMA FEDERAL CREDIT UNION ASSOCIATE BOARD MEMBER PROGRAM

Associate Board Members are appointed by the Nominating Committee and the President/CEO, will serve a one year term, and can be re-appointed annually with no term limits. Associate Board Members attend the monthly board meetings and participate in all discussions but do not have voting authority. As an Associate Board Member, free training and education opportunities are provided to enhance financial skills and leadership roles. Associate Board Members will be evaluated by the Nominating Committee and the President/CEO annually and either party can elect to terminate the relationship.

Associate Board candidates must meet all of the following qualifications:

- Member of the credit union in good standing;
- Favorable credit rating;
- Bondable and at least 21 years of age;
- Must be of the highest moral and ethical character and exhibit independence and objectivity in representing the best interests of the membership;
- Not a Pima Federal employee or related to or the “significant other” of a Pima Federal employee or volunteer;
- Accessible by phone and electronic mail

Associate Board Members are expected to:

- Review meeting packets and all other meeting materials;
- Attend and actively participate in regular meeting, special meetings, and planning sessions, (excluded from executive sessions and closed committee meetings, such as HR related meetings or CEO Compensation Committee meetings);
- Complete annual training as required by NCUA and any other trainings assigned by the credit union’s Training Department;
- Have at least a working familiarity with basic finance and accounting practices, including the ability to read and understand the credit union’s balance sheet and income statement and the ability to ask, as appropriate, substantive questions of management and auditors (Board requirement per NCUA, January 2011);
- Adhere to a code of conduct and good governance policies. Unlike Board Members, Associate Board Members may not vote on any matters.

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HOW TO APPLY:

New applicants must complete and submit the following materials to the Nominating Committee:

- Application and Statement of Consent
- Resume
- Letter of Interest

Completed materials can be returned by:

Mail: Pima Federal Nominating Committee, PO Box 50267, Tucson, AZ 85703

Email: hsimpson@pimafederal.org

APPLICATION TIMELINE:

Any application received will be reviewed by the Nominating Committee and the President/CEO within 60 days of receiving the application. The applicant will be notified by the Nominating Committee Chair or the President/CEO of his or her appointment. Applicants will be notified by mail if the application is not selected.

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APPLICATION AND STATEMENT OF CONSENT

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

I UNDERSTAND AND AGREE THAT IF SELECTED, I WILL:

- Attend scheduled meetings of the Board/committees to which I am assigned, unless prevented by circumstances beyond my control, and will contact the Board Chair and the President/CEO by email or phone.
- Maintain a Pima Federal account and keep it in good standing.
- Participate to the best of my ability in discussion of policies, actions, and other matters brought before the Board and give full attention to issues and responsibilities of my position.
- Consider the business of the credit union and its members to be highly confidential in nature, and fulfill my obligations to the membership in a fiduciary manner.
- Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I will disclose the conflict to the Board of Directors and refrain from participation in any discussion.
- Use available and assigned training opportunities to learn more about Pima Federal Credit Union and increase my effectiveness.
- State that I am not a Pima Federal employee or related to or the “significant other” of a Pima Federal employee or volunteer.

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?

- ☐ Board or Volunteer Recommendation
- ☐ Pima Federal Website
- ☐ Pima Federal Newsletter (Piman)
- ☐ Other _____

I HAVE INCLUDED WITH THIS APPLICATION THE FOLLOWING MATERIALS:

- ☐ Resume
- ☐ Letter of Interest (*250 words or less, tell us why you are interested in participating in the Associate Board Member Program, and indicate any knowledge, skills, or interests you may have in the following areas: Leadership, Accounting, Budgeting, Financial Reporting, Management, Strategic Planning, Policy Making, or any other area in the finance or management field*).

I authorize Pima Federal Credit Union to solicit information regarding my credit and background. I understand that satisfactory credit history is a required qualification. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information.

Signature

Date