



**OKLAHOMA COMMUNITY**  
CREDIT UNION  
**VOLUNTEER APPLICATION**

Oklahoma Community Federal Credit Union (Oklahoma Community or Credit Union) is accepting applications for the position of Board of Director until Thursday, November 30, 2023 at 5pm. Applications will be reviewed by the Nominating Committee and applicants will be notified prior to December 22, 2023 if they are to be placed on the ballot for the next Annual Meeting, scheduled for March 14, 2024. Applications shall be submitted in person or by email to the following:

Daniel Thrasher, President/CEO  
Oklahoma Community Credit Union  
311 E. McElroy  
Stillwater, OK 74075  
dthrasher@okcommunitycu.com

### **OVERVIEW**

As a not-for-profit financial cooperative, Oklahoma Community is a democratically run, member owned institution. Each member, as defined in the bylaws, is an equal owner who helps control the way the credit union is operated by electing a Board of Directors from among themselves. The Board of Directors sets policy, hires a President/CEO, and appoints the Supervisory Committee. Directors serve on a volunteer basis with no compensation for their service.

### **GENERAL DUTIES OF DIRECTORS**

The National Credit Union Administration outlines six key provisions of a Credit Union Director. They are as follows:

1. The board of directors is responsible for the general direction and control of a federal credit union. The board may delegate operational functions to management, but not the responsibility for the credit union's direction.
2. A director must carry out his or her duties in good faith, in a manner reasonably believed to be in the best interests of the membership, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
3. A director must administer the affairs of the credit union fairly and impartially and without discrimination in favor of or against any particular member.
4. A director must 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.
5. A director must direct the operations of the federal credit union in conformity with the Federal Credit Union Act, NCUA's Rules and Regulations, other applicable laws, and sound business practices.
6. A director may rely on information prepared or presented by employees or consultants the director reasonably believes to be reliable and competent and who merit confidence in the particular functions performed.

### **RESPONSIBILITIES & EXPECTATIONS**

Directors are expected to adhere to all responsibilities as outlined in the organization bylaws, the Federal Credit Union Act, and federal and state laws. Directors are also expected to:

- Maintain all business affairs and the affairs of its members in a confidential manner, as well as following the principles of the Credit Union's Code of Ethics policy.
- Attend all regular, committee, and special meetings of the Board of Directors. Regular meetings are typically held the third Thursday of each month from 7:00am – 9:00am.

- Attend an annual day long strategic planning session, typically held on a Friday during the third quarter, when a review of policies of the credit union will take place as well as establishing the strategic plan for the credit union.
- Attend Annual Meeting, which is scheduled each year by the Board of Directors to occur prior to June 30 as stated in the bylaws.
- Review the board packet and financial statements (if applicable) prior to each meeting of the Board of Directors. Documents will be made available to directors a minimum of 48 hours prior to any meeting.
- Appoint the Supervisory Committee to manage internal audits to safeguard against fraud.
- Set the qualifications and select the President/CEO, conduct the President/CEO's performance review on an annual basis and establish compensation and performance incentives for the President/CEO.

## QUALIFICATIONS

Nominees, Directors & Supervisory Committee Members must meet the following qualifications:

1. Be at least 18 years of age by the date of the meeting elected or appointed.
2. Be a member in good standing of the Credit Union. Conditions under which a member may be classified as not in good standing are, but not limited to:
  - a) Member has caused the Credit Union a loss or has a delinquent share or loan account.
  - b) Member has misrepresented information or provided a false document to the Credit Union.
  - c) Member has destroyed Credit Union property, threatened employees, or caused a disruption at the Credit Union.
3. Successfully pass criminal and credit background requirements.
4. Not be a paid employee of the credit union, or have an immediate family member as a paid employee of the credit union.
5. Possess the ability to take and handle criticism for making necessary but unpopular decisions.
6. Have an open mind, the ability to use sound judgment, a willingness to accept responsibility, and the ability to make group decisions with colleagues.
7. Have experience in an aspect of finance and/or leadership dynamics.

## DISCLOSURES

1. It is important that potential candidates understand that there is a risk of liability associated with acting as a Credit Union official. The Credit Union provides a number of protections such as Bond and Insurance coverage to protect the Officials and Credit Union in the case a matter of liability arises. However, there are some circumstances under applicable laws where such coverage may not be sufficient or unavailable. It is recommended that an applicant consult with such persons as he or she feels appropriate to further assess this consideration before committing to volunteer for the Credit Union.
2. The Credit Union shall complete a background check including, without limitations, a credit check on all potential candidates; obtain and/or furnish information concerning your credit affairs to any association, firm, corporation or personnel office; check your employment and credit history; and to obtain credit reports in connection with this application. This may also include criminal and other background checks/investigations.
3. All application information is confidential. If you request, the credit union will provide documentation of any credit or background check results.
4. If you are accepted as a candidate, you may be required to attend a formal interview with the Board of Directors and/or the Nominating Committee.

**BOARD OF DIRECTORS APPLICATION**

*In addition to the information provided below, please attach a detailed resume, as well as the contact information of at least three personal and/or professional references who can attest to your character, experience and/or skills.*

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME/MOBILE PHONE:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**CURRENT EMPLOYER & POSITION:** \_\_\_\_\_

*(IF RETIRED/NOT EMPLOYEED LIST MOST RECENT POSITION)*

**PERSONAL STATEMENT/EXPERIENCE/ OBJECTIVES**

*(In 250 words or less, provide a statement expressing your interest for serving on the Board of Directors and any experience or other information you wish to share. You may attach a separate sheet of paper if needed.)*

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My signature below authorizes Oklahoma Community Federal Credit Union to: (1) publish my photograph and biographical information on credit union publications as needed; (2) attests to my understanding of all information provided herein; (3) indicates my acceptance of, and willingness to perform to the best of my ability, all duties and responsibilities of the position sought, if elected or appointed; (4) certifies that all information provided by me is accurate and complete; (5) affirms to the best of my knowledge that I am bondable and would not be refused bond for any reason; and (6) authorizes Oklahoma Community Federal Credit Union to conduct any background investigation, credit checks and/or verification of character necessary to ascertain my eligibility to serve on the Board of Directors. I acknowledge that inaccurate or inconsistent information provided may negatively impact my eligibility to be a candidate or serve as a volunteer if elected/appointed. I understand that all information provided to me in connection with service as a board member or in any other capacity with the Credit Union shall at all times be absolutely confidential. I represent and warrant that I shall not disclose such information, documentation, data, etc., absent a requirement to do so per a valid legal order or other valid legal process.

<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

**\*\*\*\*OFFICE USE ONLY\*\*\*\***  
*IMMEDIATELY TURN INTO PRESIDENT/CEO or HR REPRESENTATIVE*

DATE RECEIVED: _____	CIP VERIFIED:	Y / N
RECEIVED BY: _____	BACKGROUND PASS:	Y / N
ELIGIBLE MEMBER:            Y / N	CREDIT CHECK PASS:	Y / N
PRESIDENT/CEO	HR REPRESENTATIVE	

**\*\*\*\*NOMINATING COMMITTEE USE ONLY\*\*\*\***

DATE REVIEWED: _____	
DOES THE CANDIDATE MEET QUALIFICATIONS TO BE PLACED ON THE BALLOT:            Y / N	
NOMINATING COMMITTEE CHAIR	NOMINATING COMMITTEE MEMBER
NOMINATING COMMITTEE MEMBER	SECRETARY OF THE BOARD