



www.rutgersfcu.org

Rutgers Federal Credit Union Volunteer Application Package

Application and guide to becoming a volunteer on the Board of Directors and Supervisory Committee for the credit union.

We are delighted and honored you have shown an interest in serving as a volunteer with your credit union. Volunteers are essential to the credit union movement and one of the foundations of the movement's uniqueness. The first credit unions were operated entirely by unpaid volunteers. Although credit unions today require full-time professional management, the importance of dedicated and knowledgeable volunteers remains vital to credit unions as the true representatives of the member-owners of the institution. They are the communication link with the members. They set credit union policy. They are a sounding board for ideas, and provide expertise and talents that the credit union could not afford to buy.

Credit Unions were founded on the principle of "people helping people". As a volunteer, you are putting that philosophy into action.

Standards of Professional Conduct

The Elected Volunteers (Officials) and Management Team (Executive Officers) serve not only the members of Rutgers Federal Credit Union (RFCU), but also the credit union movement and Rutgers University community.

By the acceptance of their respective positions, they assume fiduciary, legal, and moral responsibilities, which they cannot delegate. Further, implied in each position is a duty to conduct the affairs of the credit union with absolute loyalty to it, and to do so without incurring even a shadow of conflict of interest, either real or implied.

The credit union supervisory agencies, and credit union trade associations, provide volunteer officials with materials and training to assist volunteers in developing a high degree of expertise. But ultimately, it is a person's character and integrity that enables them to faithfully carry out their accepted responsibilities.

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

Qualifications for Service

Minimum Qualifications for a Rutgers Federal Credit Union Volunteer:

- Must be a member in good standing of Rutgers Federal Credit Union prior to the election process.
- Cannot have caused the credit union any financial loss.
- Cannot have been convicted of a crime involving dishonesty or breach of trust.
- Must be at least 21 years of age.
- Possess knowledge, experience, or skills pertinent to the credit union's future.
- Have a good credit standing and no felony criminal convictions.

Willing to accept the responsibilities of an elected volunteer?

- Able to meet attendance standards for board meetings (may not miss 3 consecutive months or 4 meetings within a calendar year).
- Willing to achieve, within 6 months, and maintain financial literacy as demonstrated by 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 to ask, as appropriate, substantive questions of management and the internal and external auditors.
- Able to act independently and objectively regardless of external relationships with other volunteers and/or employees.
- Not an employee, or volunteer, of a competing financial institution.
- Not an employee of Rutgers Federal Credit Union within the past five years.

Supervisory Committee Duties:

The primary responsibility of the Supervisory Committee is to oversee activities of the external and internal audits and report to the Board the results. The Supervisory Committee is responsible for outsourcing, or completing:

- Annual external audits
- Verification of members' accounts
- Internal audit functions
- Provide oversight for the Board of Directors

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

Board of Director Duties:

The Board of Directors has the responsibility for all the operations and functions of the credit union. To carry this out, the Board must:

- Establish clear goals and objectives
- Set policies to achieve these goals
- Maintain a competent president/CEO
- Appraise president/CEO
- Report annually to the membership, and
- Fulfill the requirements of the Federal Credit Union Act, By-Laws, and Rules and Regulations.

RFCU Board Members have responsibility for directing and controlling the affairs of the credit union's operation, including the development of a strategic plan. Policies and procedures are developed to ensure the best interest of the membership is well served while insuring sound business practices and compliance with all federal and state regulations.

Nomination Process and Eligibility

RFCU strives to recruit and retain knowledgeable and experienced volunteers that participate in the overall success of our members and organization.

A Nominating Committee consisting of three Board Members is established. The Nominating Committee will ask incumbent board members up for reelection to declare their interest in continuing to serve. The Nominating Committee will also accept volunteer applications of interest until March 31st of each year. These applications will form the "Volunteer Interest Pool" for that year.

To be eligible for consideration for nomination to the Board, a candidate must be a RFCU member in good standing. The member must be willing and able to make a personal commitment through consistent attendance and active participation at Board and committee meetings and educational sessions (Additional details are included within this application package).

All letters of interest should include a resume demonstrating experience that would qualify the member to serve as a volunteer. Based upon the pool of volunteer applications, including incumbent board members, the Nominating Committee will close the "Volunteer Interest Pool" on April 1st of each year. If additional volunteers are needed, the Nominating Committee will extend this deadline.

The Nominating Committee will then review the "Volunteer Interest Pool" evaluating past credit union experience, career experience, education, and personal financial responsibility. Necessary criminal background check, credit check, and member account reviews will be conducted. From this pool of applicants, the Nominating Committee will file their nominations with the Secretary of the Credit Union at least 90 days prior to the annual meeting. Then, 75 days prior to the annual meeting, the names of the selected nominees will be submitted to the membership as part of the Notice of the Annual Meeting. This notice will also indicate the deadline for "nomination by petition", which is 40 days prior

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

to the annual meeting. Then, within 35 days of the annual meeting, the Nominating Committee nominations and any “nominations by petition” will be posted for the members to review. At the Annual Meeting, there will be no nominations from the floor. Unless stated otherwise, all Directors are elected to a three (3) year term.

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

Code of Ethics for RFCU Volunteers

WHEREAS, the Board of Directors of Rutgers Federal Credit Union feels that is in the best interest of the Credit Union and its membership to express basic ethical precepts under which service will be performed, and WHEREAS, this Code of Ethics is set forth for subscription by all of the officers, directors, and employees of the credit union as follows: I will:

- ✓ Conduct myself at all times in a manner that will enhance the stature of the credit union and its ability to serve its members, as well as other credit unions and the Rutgers community at large;
- ✓ Refrain from entering into or being part of any activity that violates federal or state laws or regulations or otherwise might bring discredit upon the credit union;
- ✓ Conduct myself in a manner that shows integrity and independence of judgement in all business relationships with other individuals, other firms or corporations, and their representatives;
- ✓ Exercise individual loyalty to the interests of the credit union, including holding confidential any and all matters relating to the business of the credit union and its members;
- ✓ Conduct myself in a manner that will promote cooperation and good relations between officers, directors, and employees of the credit union.
- ✓ Perform at the highest level and strive continually to improve my competence and quality of service.

Date: _____

Signed: _____

Printed Name: _____

Please submit with Volunteer Application

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

Agreement to Serve as a RFCU Volunteers

I, the undersigned, do fully understand and hereby agree that to serve as a member of the Board of Directors, or Supervisory Committee, of Rutgers Federal Credit Union, I will abide by the following:

1. Meet or exceed the attendance standards outlined in the Federal Credit Union Bylaws that have been adopted by RFCU. Attend all regular and special meetings of the Board when notified, unless prevented from doing so by circumstances beyond my control, and to promptly notify the Board Chair or 1st Vice Chair, if I am unable to attend.
2. Attend the credit union's annual meeting.
3. Continually seek to learn more about the credit union organization and its services and about my individual duties and responsibilities. Meet or exceed the fiduciary training standards outlined by the National Credit Union Administration (NCUA).
4. Consider the business of the credit union and its members to be totally confidential in nature.
5. Participate to the best of my ability in the determination of policy and other matters coming before RFCU. Give full attention to the programs, services, and challenges of the credit union.
6. Give all possible assistance to my fellow board members, appointed officials, committee members, and employees of the credit union in the discharge of their respective duties.
7. Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I will disclose this to the Board of Directors and refrain from voting on issues so related.

I also hereby agree to and authorize Rutgers Federal Credit Union (RFCU) to conduct a confidential background investigation and obtain a credit report on me. I understand this information will be held in the strictest of confidence, and will be disclosed only to the Board of Directors and president/CEO.

Date: _____

Signed: _____

Printed Name: _____

Please submit with Volunteer Application

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

Rutgers Federal Credit Union

Volunteer Application

Personal Information

Name
Address
City, State, Zip
Employer
Work Phone
Cell Phone
Personal Email Address
Office Email Address

Education

Circle the highest education completed and the field of study.

High School College 1 2 3 4 () Post Graduate Studies _____
Major Field of Study: _____

Experience and Qualifications

1. Are you a present member of Rutgers Federal Credit Union?
2. Why are you interested in volunteering?
3. What professional skills, knowledge and experience would you bring to this position?
4. Describe your approach to problem solving and decision making in a team setting.
5. What else should we know about you?

College Ave Campus
98 College Avenue
New Brunswick, NJ 08901
732.932.7645
732.932.7648 Fax

Busch Campus
85 Davidson Road
Piscataway, NJ 08854
732.445.3050
732.445.4897 Fax

Newark Campus
249 University Avenue, 3rd Floor
Newark, NJ 07102
973.353.1353
973.353.1699 Fax

List memberships in professional societies, associations, volunteer positions, civic or community based organizations for the past ten (10) years:

Dates	Organization Name and City	Title

Board Member Responsibilities

- Requires a three (3) year commitment
- Attend all board meetings and functions.
- Stay informed about the credit union’s mission, services, policies and programs.
- Review agenda and supporting materials before board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Represent the credit union in the member community and industry.
- Keep up to date on developments in the financial services field.
- Follow Fraud, Confidentiality and Code of Ethics policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing and understanding financial statements.
- Have a good working knowledge of the Credit Union Bylaws, Robert’s Rules and the Credit Union Board of Directors Handbook.
- Assist in identifying strategic challenges facing the credit union.

Please complete the Volunteer packet, and submit it to Mholowka@Rutgersfcu.org, along with a copy of your resume.

College Ave Campus
 98 College Avenue
 New Brunswick, NJ 08901
 732.932.7645
 732.932.7648 Fax

Busch Campus
 85 Davidson Road
 Piscataway, NJ 08854
 732.445.3050
 732.445.4897 Fax

Newark Campus
 249 University Avenue, 3rd Floor
 Newark, NJ 07102
 973.353.1353
 973.353.1699 Fax