



## Nomination Form

**Thank you for your interest in running for the board to help serve your Credit Union and its members.**

The Credit Union Board of Directors is comprised solely of volunteers from the membership of the Credit Union. As an NW Priority Credit Union Board of Director, you'll meet at least once per month to help set the overall course of the Credit Union. This is a great opportunity to become involved and make a difference at your Credit Union!

**To qualify, you must:**

- Be a U.S. citizen or lawfully admitted permanent U.S. residency
- Be over the age of 18 years
- Have never been convicted of: an indictable offense, an offense involving dishonesty in connection with the promotion or management of a corporation, an offense involving fraud
- Member in good standing
- Not be an employee of NW Priority Credit Union
- Not have an undischarged bankruptcy

This Nomination Packet contains a description of the duties and responsibilities of board members. Please review these guidelines to determine that you will be able to meet the expectations of the position. In addition, write/type a brief statement of your qualifications in the attached Letter of Commitment and include your thoughts for the betterment of the Credit Union to its members.

This year there are **three (3)** positions available on the Board. A Nominating Committee has been appointed to explain the responsibilities associated with being on the Board and any questions you may have. Their names and phone numbers are as follows:

**Cindy Kuhn, Chairperson: 971-201-3516 or 503-475-2222**

**Rome Hortaleza: 503-703-1426**

**Cindy Gray: 503-631-7503**

**Nomination forms will be accepted until February 28, 2019.** Forms may be turned into your nearest Credit Union Branch or mailed directly to:

**NW Priority Credit Union  
Attention: Nominating Committee  
PO Box 16640  
Portland, OR 97292-0640**

Elections will be held at our 91<sup>st</sup> Annual Meeting which will be held **Thursday, March 21, 2019**, at the **Sheraton Airport Hotel located at 8235 NE Airport Way in Portland**. Light appetizers will be served at 6:00 p.m. and the Business Meeting will begin promptly at 7:00 p.m.

# NW Priority Credit Union

## Key Responsibilities of Board Members

### 1. Establish Direction of the Organization

- Maintain a viable growing financial institution
- Set short and long-range goals
- Plan, implement and evaluate the Board's actions in achieving goals and objectives

### 2. Operating Procedures

- Set policies, which make the Credit Union a convenient place to save and borrow
- Advance the concepts of the Credit Union movement through:
  - a. Charter and By-Law Amendments
  - b. Loan and Collection Policies
  - c. Investment Policies

### 3. Hire Management

- Assure that the Credit Union is managed in a rational, prudent manner
- See that management employs, evaluates and properly compensates a competent staff
- Evaluate management's performance annually

### 4. Declare Dividends

- Ensure that the Credit Union is operated for the maximum benefit of its members
- Maintain a thoroughly sound financial Credit Union

### 5. Appoint Standing Committees

- To carry out special responsibilities such as:
  - a. Supervisory
  - b. Nominating
  - c. Education, etc.

### 6. Meetings

- Attend monthly Board meetings (minimum 9) and serve on standing committee assignments
- Participate in Chapter and Association meetings
- Attend educational seminars
- Participate in the Annual Meeting of members
- Attend the Annual Planning Session



## Letter of Commitment

I am a member of this Credit Union and volunteer my services, either by election or appointment and commit myself to the following:

### Board Member/Committee Chairperson

1. Attend Board Meetings (Minimum 9)
2. Attend Credit Union sponsored workshops and the Annual Meeting
3. Annually attend at least one of the following scheduled meetings:
  - NW Credit Union Association (NWCUA)
  - NWCUA Chapter Workshop of officials
4. Attend assigned standing committee meeting, as frequently as possible.

It is also recognized that it is not always possible to meet the above commitment, and such recognized absences are a vacation, illness and job commitments. Other non-attendance must have Board Chairperson or Committee Chairperson's approval.

If the above commitments are not met, the Board of Directors will have the authority to review the circumstances and remove me from office or appointment, or I may submit a Letter of Resignation to the Chairperson of the Board of Directors.

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*Signature* Acct # Date

**Statement: You may use the space provided below or attach an additional sheet. Please limit to one paragraph (4-5 sentences):**

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