



**ALTA VISTA CREDIT UNION
APPLICATION TO BE A VOLUNTEER**

TO OUR MEMBERS: Are you interested in volunteering for the credit union? If so, we'd like to learn something about you. Please complete this application and send it by fax, mail, or e-mail to the Nominating Committee, AVCU Credit Union. If you need more space than what is provided, feel free to attach extra sheets. Also, if you wish, include your resume.

NAME: _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

E-MAIL: _____

CURRENT EMPLOYMENT: _____

IF YOU ARE CURRENTLY A MEMBER OF AVCU, MEMBER # _____

WOULD YOU BE WILLING TO MAKE AVCU YOUR PRIMARY FINANCIAL
INSTITUTION: YES _____ NO _____

Which of the following jobs appeals to you? (PLEASE SELECT ONE)

Board of Directors _____ Supervisory Committee _____

Why are you interested in this job? _____

The Board meets the fourth Thursday of each month from 4:30 pm until all business has been finalized, unless a holiday falls on that day. The Supervisory Committee meets monthly. The Annual Meeting is held on an evening in April, and Strategic Planning Meetings are usually held over a weekend.

Will you have any conflict in time management to attend these meetings?

No _____ If Yes _____ Please explain:

SIGNED: _____ DATE: _____

If you have any questions, we can be reached at:
ALTA VISTA CREDIT UNION

Phone: 909-809-3838



P O BOX 10847
SAN BERNARDINO, CA 92423-0847

Fax – 909-809-3716
E-Mail: email@altavistacu.org

ALTA VISTA CREDIT UNION
BOARD OF DIRECTORS POSITION DESCRIPTION

TITLE: Director
REPORTS TO: Members
SUPERVISES: Chief Executive Officer (CEO)

INTRODUCTION: The essence of Director responsibility is the duty to act honestly, in a diligent manner in good faith and in the best interests of the credit union.

PRIMARY FUNCTIONS:

To provide governance for the credit union in the following manner: set policies, provide AVCU's strategic direction, ensure the safety and soundness of AVCU, ensure that the mission of AVCU is carried out, maintain open communications with members and management, select the CEO and direct and review the CEO's progress in achieving goals and objectives, and report to the members as required by law.

SPECIFIC DUTIES:

- Work with the CEO and other board members to develop the mission, vision, strategic plans, and long-range objectives for AVCU.
- Ensure that AVCU adheres to pertinent laws, regulations, and sound business practices by establishing boundaries within which the CEO may operate and establish operational procedures.
- Ensure AVCU maintains sound financial conditions and appropriate asset/liability management and that AVCU's assets are protected against unauthorized borrowing or investing.
- Provide for bonding and other security factors, including internal control procedures.
- Approve AVCU's annual budget and strategic plan.
- Engage the CEO, define the scope of his/her duties, review progress in attaining prescribed goals and objectives, and evaluate the CEO performance on an annual basis.
- Annually, review and approve policies for lending, investments, asset/liability management, security, disaster recovery, technology, annual business plan, insurance, and others as needed.



- Prepare for and attend all board meetings, planning sessions, and the annual general meeting.
- Identify, cultivate, and prepare for future board leadership individuals whose participation will enhance the board and AVCU.
- Complete annual mandatory training required by NCUA and DFI regulations plus other training as necessary to maintain currency.



ALTA VISTA CREDIT UNION
BOARD OF DIRECTORS POSITION DESCRIPTION

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JOB PREREQUISITES

- Currently a member of AVCU.
- Not currently an employee of AVCU.
- Not been dismissed for cause by AVCU.
- Not caused any monetary loss for AVCU.
- Not currently delinquent at any financial institution.
- Must be bondable.

KNOWLEDGE AND SKILLS:

- Understanding of credit union philosophy and desire to better the financial lives of members
- Understanding of applicable laws and regulations
- Ability to understand basic financial statements
- Ability to think and plan strategically



ALTA VISTA CREDIT UNION
SUPERVISORY COMMITTEE POSITION DESCRIPTION

TITLE: Supervisory Committee Member
REPORTS TO: Members and Board of Directors
SUPERVISES: No direct supervision

INTRODUCTION: A Supervisory Committee is required by the Federal Credit Union Act and most state credit union laws. The Supervisory Committee serves as a kind of watchdog for the members.

PRIMARY FUNCTIONS:

To inspect AVCU's records for accuracy, its assets for security, and its procedures for the proper handling and use of funds.

SPECIFIC DUTIES:

- Make audits, or cause them to be made, as required by government agencies. Prepare and submit the necessary written forms to regulators. Conduct or request supplementary audits as the committee deems necessary.
- Inspect securities, cash, and accounts of the credit union. Scrutinize the acts of all officers, committees, and employees of AVCU to determine compliance with policies and regulations.
- Conduct or order a verification of the loan and share accounts of members, in accordance with AVCU policy and regulatory requirements.
- Review the minutes of Board meetings.
- Make sure there are adequate internal controls and that they are being followed.
- Recalculate the expected interest income from loans and investments and the expected interest paid on member deposits to determine whether records are reasonable.
- Suspend any director if necessary, in accordance with state and federal regulations.
- Prepare and make available a report to members to be read at the annual meeting.
- Complete annual mandatory training required by NCUA and DFI regulations plus other training as necessary to maintain currency.

PREREQUISITES



- Currently a member of AVCU.
- Not currently an employee of AVCU.

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SUPERVISORY COMMITTEE POSITION DESCRIPTION

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KNOWLEDGE AND SKILLS:

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- Understanding of applicable laws and regulations
- Ability to understand basic financial statements
- Ability to think and plan strategically