

Volunteer Responsibilities and Service Requirements

The Volunteer Member program is designed to provide an opportunity for serving the Credit Union and a means of training and preparation for performing the duties of a CMECU Board of Director, Committee Member or Ambassador.

The Volunteer Member participates in strategic and general policy discussion with the Staff and Board of Directors under the supervision of Board members, Staff, and or Committee Chairpersons.

Primary Duties and Responsibilities

The Volunteer Member shall participate in Committee meetings, as assigned or actively promote Credit Union products and services within a designated Select Employee Group (SEG) or department.

Specific Duties and Responsibilities

The duties and responsibilities include, but are not limited to, the following:

1. Work with the President/CEO, credit union management, and the members of the Board to develop goals and objectives for the credit union.
2. Participate in discussions that influence the direction of the affairs of the credit union in accordance with the Act, the Bylaws, regulations, and sound business practices.
3. Participate in discussions concerning the establishment of programs to promote thrift among our members by affording them an opportunity to accumulate savings at attractive interest rates, create a source of low cost credit for provident or productive services; while assuring the confidentiality of each member's dealings with the credit union.
4. Attend committee meetings, and exercise independent judgment in discussions on issues brought before the committees.
5. Promote CMECU membership and volunteer service.

Service Requirements:

1. Attend all scheduled meetings of the Committees to which assigned.
2. Complete assigned CMECU Committee Training Program modules within 6 months of appointment or Committee assignment.
3. Rotate through the designed committees as assigned. Committee Members may be assigned to Board committees for a 6-month minimum period. At the end of each six-month period, the individual may be assigned to new committees.

Basic Qualifications

1. Be a member in good standing of the Credit Union.
2. Have the ability and desire to attend all regular meetings of committees to which assigned
3. Have a desire to learn about the Credit Union, its services, laws and regulations that govern it.
4. Have an open mind, and a willingness to accept responsibility. Possess the ability to use sound judgment, articulate concerns and unpopular views, and work constructively and cooperatively with fellow Committee/Board members and staff.
5. Participate in-group decisions in an open and collegial manner with fellow Board Members, Committee Members and staff and support decisions of the Board.

Conditions for the Volunteer Member

1. One- year appointment, renewable based on mutual consent and Board approval. Continuation of the role of Volunteer is based on Board assessment at the completion of the appointment.
2. Rotate through the designated Board committees. Committee Members shall generally be assigned to 1 committee for a 6-month minimum.

What is a Volunteer?

- Volunteers are credit union members who offer to contribute their personal energy and share their passion for making this Credit Union the financial partner of choice for individuals and businesses in the communities they serve
- Prospective volunteers are forwarded to the Board and interviewed. Appointments are approved/disapproved by the Board.
- Volunteers provide the Credit Union (a member-owned financial cooperative) with its core governance & ownership representation

Volunteers are members who have a highly evolved sense of community and relentless energy to serve others

- Time, while certainly a factor, is not a criteria, because a truly committed volunteer will make the time
- Volunteers want to participate in charting the future course for their Credit Union

What should I expect?

- You should expect to work closely with others who have the same-shared values
- You will be expected to share positive energy that comes from an organization putting its members first for the long haul.
- Attend committee meetings and learn about the operations.
- To hold credit union and credit union member information in confidence
- To undergo a background check

Positively promote Credit Union membership and service

CMECU COMMITTEE RESPONSIBILITIES AND DUTIES POLICY

General Policy Statement:

The Board shall from time to time establish committees to carry out the work of the Board.

Guidelines:

The Board Chair appoints Committee Members with the advice and consent of the Board. Committee members reappointed during the annual organizational meeting, or as needed through out the fiscal year due to vacancies. Committees may include volunteers that are not Board members per the “Volunteer Responsibility Service Requirements”.

The Chair of each committee will be a member of the Board of Directors, selected from among the committee members, unless otherwise approved by the Board of Directors. A staff liaison will be assigned by the CEO. The Committee Chair should lead the committee members in productivity and usefulness deliberations. Committees should meet with frequency, adequate advance notice and a prescribed agenda to accomplish their respective missions.

Committees will meet at least monthly. They will keep minutes of all committee meetings and provide the Board with a copy of meeting minutes as a report item at Board meetings.

ALM COMMITTEE

The ALM Committee is responsible for ensuring that adequate strategic and business plans have been developed to ensure the long term viability of the credit union. This committee will be responsible for reviewing budget details and developing recommendations for the approval of the budget, business plans, and strategic plans. The committee shall be responsible for reviewing Asset/Liability Management strategies and actions and evaluate new investment instruments for approval by the Board.

Report Oversight

Budget, Strategic Plan Initiatives, Items, Treasurer’s Report Detail, Investments, Loan and Share Pricing, ALCO Policy

CREDIT COMMITTEE

The Credit Committee is responsible for establishing the Credit Union’s lending guidelines and for approval of insider loan requests and all loan exceptions recommended by the internal Loan Committee. .

Report Oversight

Loan Activity, Strategic Plan Initiatives, Loan Policy, Insider Loan Requests, Loan Exceptions, budget (Loan Portfolio, Loan Income), Loan File Review

MEMBERSHIP COMMITTEE

The Membership Committee is responsible for acting on membership applications, approval of bylaw and charter amendments, and for approval of product and service developments.

Report Oversight

Marketing, Strategic Plan Initiatives, Product/Service Development, New and Closed Membership Detail Report

SUPERVISORY Committee

The Supervisory Committee works to guarantee the safety and soundness of the Credit Union for all its members. The committee conducts internal and financial reviews and reviews the records of the credit union for accuracy. The committee is also responsible for analyzing financial reports as well as engaging an auditor to perform an independent audit of the credit union's books and records annually. Committee work should determine compliance with policies, plans, procedure, laws, and regulations that could have a significant impact on operations and reports.

Report Oversight

Audit/Exam Findings, Strategic Plan Initiatives, (DFI Exam, Supervisory Committee Exam, Bank Secrecy Act Audit, Automated Clearing House (ACH Audit)

PERSONNEL Committee

The role of the Personnel Committee is to help the Board fulfill its duties and responsibilities in regards to the selection and retention of the President/CEO and other senior staff. The Personnel Committee shall assist the Board in ensuring that the credit union has a President/CEO that positively represents the credit union both internally and externally and effectively manages the multiple priorities necessary for the credit union to succeed in the service of the membership. Accordingly, the committee shall assist the Board in completion of the following tasks and submit the results to the Board for approval/review.

1. Establish and oversee the maintenance of a Staff Succession Plan
2. Develop and administer an effective Executive Compensation and Benefits Program for the President/CEO and other senior staff.
3. Facilitate the President/CEO's annual performance appraisal process.
4. Oversee the implementation of the Emergency Succession Plan, in cooperation with the Board Chair, in the case of the untimely departure of the President/CEO

The Personnel Committee shall ensure that the credit union has a core of committed and knowledgeable staff and volunteers to carry out their duties. The Committee shall also be responsible for the ongoing education and development of existing Board members and recruiting additional volunteers that can be developed to fill any vacant Board or Committee position.

Report Oversight

Employee Handbook, Strategic Plan Initiatives, Budget (Compensation and Benefits)

IS Committee

The role of the IT committee is to ensure that proposed technology solutions correlate to the strategic business plan while enhancing the member experience.

Report Oversight

Electronic Service Delivery (Infrastructure/Channels), Strategic Plan Initiatives, Budget (Networking systems, Phone Systems)

COLLECTION Committee

The role of the Collection Committee is to have oversight of the collection activities of the credit union and to ensure that efforts are made to cover non-performing loans. If non-performing loans are deemed uncollectible the committee will approve recommendations for charge-offs and the adequacy of the allowance for loan loss funding levels.

Report Oversight

Collection Policy, Strategic Plan Initiatives, Classified Loan/Delinquency, Bankruptcy Detail Report, Charge-Off Reporting, Budget (Allowance Funding)

EXECUTIVE Committee

The Executive Committee's mission is to act for the Board in areas for which the Board grants specific authority. The committee shall consist of the Board Chair, the Vice Chair, Secretary, and the Treasurer. The Board authorizes the Chair to call Executive Committee meetings to act on mission-critical issues when it is impossible or impractical to get the attendance of the entire Board. The committee shall be responsible to the full Board in its minutes regarding the critical nature of the issue and the obstacles preventing the full Board to meet. The Board Chair shall serve as the Executive Committee Chair. The committee shall present the minutes of its meetings to the full Board its standing meeting. Approval of the minutes by the full Board shall constitute ratification of the committee's actions.

Chicago Municipal Employees Credit Union
Volunteer Application Form

Please print or type:

Name: _____

CMECU Member Account Number: _____

Member of CMECU for _____ Years

Non-Member Social Security # _____

(Membership Eligibility: To join the Credit Union you must meet the membership requirements as set forth in the Credit Union Bylaws.

Check below the area in which you want to volunteer for CMECU.

_____ Board of Directors _____ Other Volunteer Committee

Have you previously served as a volunteer Board Member or Committee Member for CMECU?

Yes/No _____ If yes, when and in what capacity?

Have you served as a volunteer Board or Committee member at another credit union?

Yes/No _____ If yes, when and in what capacity?

Briefly describe your other volunteer activities.

Explain why you would like to be a Volunteer for CMECU (Attach an additional sheet if necessary.)

Have you served as a volunteer or paid director or committee member for another financial institution?

Yes/No ____ If yes, when and in what capacity?

What educational background or training have you had in regard to financial institutions? (i.e.: seminars, conferences, workshops, etc.)

Credit union volunteers usually volunteer approximately 60-75 hours each year. Are you willing to serve in this capacity? Yes/No _____. Board members terms three (3) years and Committee terms are one (1) year.

Are you willing to attend on your own time conferences, seminars, workshops, etc., related to the duties of a CMECU volunteer (Registration and travel expenses are paid by the credit union)? Yes/No_____

List any additional information that might be pertinent to your becoming a candidate for a CMECU volunteer position including, staff or board affiliations and work experience. (Attach resume)

Are you aware of any potential conflict of interest either personal or occupational for yourself or your family members that may preclude volunteer service? Yes/No _____.

If yes, please list and explain. Attach additional sheets as necessary.

I certify that I am legally authorized to work in the United States? _____Yes _____No

I certify that I have not been convicted of any criminal offense involving dishonesty or a breach of fiduciary duty.

I authorize you to order a Consumer Credit Report at such time as you may require.

I understand that an interview may be requested in addition to the information above and the final decision on the suitability of my volunteer service to Chicago Municipal Employees Credit Union will be decided by appropriate committee chair.

Signature of Volunteer Candidate

Date

**Chicago Municipal Employees Credit Union
Volunteer Confidentiality Agreement**

In consideration of my appointment as volunteer for Chicago Municipal Employees Credit Union (CMECU) and for other good and valuable consideration with such an appointment, I agree as follows:

I recognize that during the course of my term as a volunteer, I will be exposed to, and have access to confidential or proprietary information that is the exclusive property of CMECU. Such information may include, but is not limited to: information and data regarding CMECU's products and services, methods, systems, business plans, marketing strategies, pricing, members, vendors, and computer software and documentation. I recognize my obligation to keep all personal and financial information of CMECU members confidential.

I agree that I will keep all such member and Credit Union information confidential and will not disclose it to any third party either during or after my term with CMECU. Further, I agree that I will use such information during my term only as instructed by the Credit Union (CEO, Board Chairman and Committee Chairman) and will not use such information in any way upon the resignation or removal as a volunteer member with CMECU.

I agree that any breach of the above mentioned items will be grounds for removal and possible legal action including prosecution.

I recognize that nothing in this Confidentiality Agreement alters my voluntary position with the Credit Union.

Employee/Volunteer

Date

Witness

Date

Copy to:

- Personnel Committee
- Volunteer