



**Application Packet for
Board of Directors**

Nomination Committee Members

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Texoma Community Credit Union Volunteer Application and Agreement to Serve

Name: _____
Mr., Ms. Mrs. Miss, First Name, Last Name

Title of CU Position to be Elected or Appointed CU Position _____
Director, Advisor Director, Committee

Address: (Res.) _____
Street City State Zip Code

Phone: _____
Cell Business Home Place of Birth

E-Mail Address: _____ Date of Birth _____

Social Security: _____ Driver's License #: _____

Employer _____
Your position title Years at Employer

List any other positions, directorates or offices held for the past ten (10) years:

Dates Employer and Address

Education background (circle highest grade completed)
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 () Major Field of Study
(grade and high school) (college) _____

Other training or experience: _____

1) Are you willing to accept the position of trust for which you have been selected and to remain in office until such time as a qualified successor is found? Yes No

2) Are you informed of the general duties and responsibilities of an official of the credit union and are you willing to devote the time necessary to familiarize yourself with and to perform your duties? Yes No

3) Estimated number of hours per month you will be able to donate as a volunteer? _____

4) My reasons for wanting to serve on the board of directors are: _____

Complete.
Sign & return

5) List Membership in Professional Societies and Associations: _____

6) List any financial institutions in which you control directly or indirectly or own legally or beneficially 10% or more of the outstanding stock (in voting power): _____

IF ANY OF THE FOLLOWING QUESTIONS IS ANSWERED YES, PROVIDE DETAILS ON A SEPARATE SHEET AND ATTACH TO THIS APPLICATION.

7) Has Texoma Community Credit Union charged off any loan(s) you owed? Yes No

8) Have you ever been adjudged a bankrupt? Yes No

9) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? Yes No

10) Have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has any such license held by you ever been suspended or revoked? Yes No

11) Has the Certificate of Incorporation, or authority or license to do business in any state chartered credit union or federally chartered credit union, savings and loan association, bank or other financial institution of which you were an officer, director or key management person ever been suspended or revoked? Yes No

12) Have you ever been requested, advised, ordered or told by any regulatory authority or government agency to:
a) Divest any stock ownership or other ownership interest in any financial institution?
b) Leave or resign as an officer, director, agent, employee, consultant or representative
c) of any credit union, bank or other financial institution? Yes No

13) Have you ever been convicted of any CRIMINAL OFFENSE involving dishonesty or a Breach of trust? Yes No

CRIMINAL OFFENSE: If the answer to the above is "yes" please answer the following:

- a) Nature of the offense _____
- b) Date of occurrence _____ Date sentence conviction _____
- c) Sentence conferred _____

(Attach a separate sheet if space provided is not adequate)

- 14) To facilitate the process of obtaining a Criminal Background Check, please provide the following:
- a) Any other names which you have used _____
 - b) Previous address, (if your address changed over the past 2 years) _____
 - c) Name of Spouse _____

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

CERTIFICATION AND AGREEMENT TO SERVE:

I certify that the information provided on this form is true and correct. I further pledge to carry out the duties and responsibilities commensurate with said office(s) as promulgated by the Texas Credit Union Act and the Texoma Community Credit Union Bylaws. I certify also that I have a positive net worth and am all outstanding (debts) obligations are current. The credit union is hereby authorized to obtain a credit report on my credit history; to conduct a Criminal Background Check and to seek whatever other information is necessary for completing a background check.

Signature

Date

Witness



Credit Report Authorization

The Texoma Community Credit Union requires that credit reports be obtained for all individuals that are the subject of applications submitted for Director, Advisory Director, Committee Member, or Employee. The following information must be furnished in order to facilitate access to a credit report:

First Name	Middle Initial	Last Name
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Street Address (No P.O. Boxes)

Street	City	State	Zip	Years at this Address
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Former Street Address (No P.O. Boxes) if less than 5 years at current address

Street	City	State	Zip	Years at this Address
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Social Security Number	Date of Birth	Driver's License #
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In accordance with the above, I authorize Texoma Community Credit Union to conduct a credit check and a Criminal Background Check and to forward such information to the Texas Credit Union Department, National Credit Union Administration or other necessary entities for the purpose of processing the application for my participation with Texoma Community Credit Union. In addition, I authorize Texoma Community Credit Union to seek whatever information is necessary for completing a background check.

Complete.
Sign & return

X _____
Signature

Certification of Validity

Under penalty of perjury, I certify that the information included in the _____ pages of this application package that is being provided to the Texoma Community Credit Union, the Texas Credit Union Department and the National Credit Union Administration (NCUA) is true and correct.

Complete.
Sign & return

Signature

Date

Texoma Community Credit Union
Sworn Oath of Office

STATE OF TEXAS

COUNTY OF WICHITA

In accordance with the **Texas Finance Code Sec. 122.053. (c) Board of Directors, Terms and Duties and the Texas Credit Union Act, Chapter 5. Direction of Affairs, Section 5.01 (a) Management.**, a director shall take and subscribe to an oath or affirmation to take office.

Oath of Office

- 1) I _____ as duly elected (or appointed) to the Texoma Community Credit Union Board of Directors do solemnly swear or affirm that I will diligently and honestly perform the director's (or Advisor Director or Committee Member) duties in administering the credit union's affairs.
- 2) Although the Board or I may delegate the performance of those duties, the Board and I remain responsible for the performance of those duties.
- 3) I will not knowingly violate or willingly permit the violation of an applicable law.
- 4) I will faithfully serve the Texoma Community Credit Union membership as a volunteer member of the Board of Directors until my successor is duly elected and qualified to take office.

Director's Signature

STATE OF TEXAS

COUNTY OF WICHITA

This instrument was ACKNOWLEDGED, SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____, by _____.

NOTARY
SEAL

Notary Public
State of Texas

**Texoma Community Credit Union
Board of Directors & Advisory Directors/Committee Members
Terms of Agreement**

Individuals volunteering to serve as Director or Advisory Director/Committee Member are expected to faithfully complete their duties. In exchange the volunteer shall expect to grow in their financial and managerial skills. Jointly, both the volunteer and the credit union shall benefit from this job. I understand, and do hereby agree, that to serve as a Directors (Advisory Director/Committee Member), I will conform to and abide by the following:

1. To attend all meetings of the Board when notified, unless prevented by circumstances beyond my control. To be prepared for discussion after reviewing management’s “Board Packet” for three hours within five (5) days prior to the board meeting.

	Usually held	Time
a. Regular monthly Board Meetings—	◆ 3 rd Thursday of month	(2 hours)
i. Annual Audit Report	With regular meeting	(1 hour)
ii. Regulatory Examination	With regular meeting	(1 hour)
b. Annual meeting—	◆ 3 rd Thursday in March	(3 hours)
c. Strategic Planning Session—	◆ In October usually	(1 ½ days)
2. To keep confidential all information learned in meetings or in official capacity.
3. To complete the “Board Orientation Check List” (see page 16) within one year, or resign the office. (Invest about 3 hours a month the first year.)
4. To continually learn more about the credit union organization, its services and my individual responsibilities as a Board Member by fulfilling the educational requirements established by the Board. To attend ongoing training at Chapter & League meetings.
5. To conduct my personal affairs with the highest degree of responsibility. Should I ever find myself obligated to another organization that conflicts with the credit union, I will disclose the conflict to the Board and refrain from deliberating issues related to the conflict.
6. To contribute my wisdom about my area of expertise to help TCCU members.
7. To direct, **not manage**, the day-to-day activities of the credit union. Participate to the best of my ability in determining policy and matters coming before the Board; to give my full attention to credit union problems, and vote on all issues submitted or proposed for Board action. **(Note: Advisory Director/Committee Member does not vote.)**
8. To seek election (appointment) to subsequent terms after initial 3-year term. Give all assistance possible to my fellow Board (Advisory Board) Members, appointed officers, and employees of the credit union in the discharge of the duties of their offices.
9. To have fun. To grow in wisdom. To create meaningful friendships. To become more wise in my own financial matters. To benefit from working with 15 dedicated people.

Signature

Date

Code of Conduct

- A. As a member of the Board of Directors of the Texoma Community Credit Union, an elected director is generally expected to adhere to the following principles, common to similar position in all cooperative and democratic organizations.
- B. Observe the highest standard of integrity, competency and cooperation always.
- C. Make reasonable efforts to learn about the financial industry in general, the credit union movement, Texoma Community Credit Union, and related organizations which will result in increased skills for making and supporting appropriate policies.
- D. Attend faithfully and participate in scheduled meetings and events regularly.
- E. Encourage unity among fellow directors, staff and members.
- F. Disclose and avoid conflicts of interest regarding credit unions activities, and do not promote or engage in any activity not in the best interest of the credit union or its members.
- G. Be committed to maintaining a strong membership organization.
- H. Know and adhere to the roles of management and the Board.
- I. Fully support the decisions and policies adopted by the Board, regardless of personal opinion.
- J. Make every effort to provide members and the credit union with accurate pertinent information and attempt to affirmatively correct any misinformation concerning the credit union.
- K. Maintain confidentiality of the organization's business and exercise prudent discretion in disclosing information that has not yet been common knowledge.
- L. Notify the Chairman or President when unable to attend called meetings. Traditionally Board of Director Meetings occurs on the third Thursday monthly.
- M. If you become aware of any information or knowledge of any unrecorded funds or asset or any prohibited act, promptly report such matter to the President, Chairman of the
- N. Do not accept on behalf of the credit union any payment that could be considered bribery or a political contribution. Do not use any funds or credit union assets for any purpose that is unlawful under the laws of the United States, any state thereof or any jurisdiction.
- O. Report any undisclosed or unrecorded funds or assets of the credit union or any subsidiary.
- P. Report any false or artificial entries made in any books or records of this credit union for any reason. Report any employees or volunteer who may engage in any prohibited act.

Board of Director's Job Description

- A. The primary functions of the Board of Directors are to set policy, plan the credit union's course, make sure the credit union maintains its sound financial condition, keep communication open, educate members on the credit union services, review the President/CEO's progress in achieving the goals and objectives of the credit union, and report to the members at the annual meeting.
- B. Specific duties of Board Members are:
1. Hire, motivate and encourage the President/CEO. Define the scope of the CEO's job, and review progress in attaining goals and objectives.
 2. Attend Strategic Planning meetings
 3. Attend and actively participate in monthly Director's meetings.
 4. Work with the President/CEO to develop credit union objectives and goals.
 5. Ensure the credit union adheres to pertinent laws, regulations, and sound business practice.
 6. Ensure the credit union maintains sound financial conditions and that the credit union's assets are protected against unauthorized or illegal acts. Designate depositories, authorize borrowing and investing, and provide for bonding and other security factors, including internal control procedures. Approve interest rates, dividends, and refunds. Approve loan limits and savings minimums.
 7. Establish policies, or make sure Policies are established, and approve policies for all credit union programs and activities.
 8. Ensure new products and services are developed as needed.
 9. Approve and monitor compliance with budget.
 10. Exercise judgment independently from the president/CEO, and report to the members at the annual meeting.

Meetings of the Board of Directors

- A. The Bylaws of Texoma Community Credit Union, Chapter 5, Direction of Affairs, Section 5.04(a) Meetings of Directors, require at least regular monthly meetings of the Board of Directors.
- B. The Chairman must call a meeting of the Board of Directors not less than monthly, identifying the date, time and place to convene. In his/her absence, the Vice-Chairman, Secretary, or Treasurer may call the meeting. **The standing date and time for the regular Board meetings is the third Thursday monthly at 5:00 pm at the Credit Union's main office.**
- C. In the event the standing date and place is not used in a given month, each Director shall be notified by mail, email, or telephone not less than three days prior to the meeting.
- D. Due to the confidential nature of Directors' duties, no guest may attend a meeting of the Board of Directors unless invited verbally or in writing by the Chairman or President.
 - 1. Any member or other person wishing to attend the meeting shall deliver a letter of request to the Chairman seven (7) days before the meeting convenes.
 - 2. The board may extend standing invitations to executive management staff, committee members, or government regulatory staff to attend meetings of the Board.
 - 3. President is granted a Standing Invitation to attend Director Meetings.
- E. Directors that might be unable to physically attend a meeting (such as being out of town) may attend a meeting telephonically. This physical inability to attend a meeting will not count as an absence against a Director.