



## NOMINATION PROCEDURES

After you have decided for which office you would like to be nominated, please follow the nomination process shown below.

### ***Nomination by the Nominating Committee***

1. Complete all six pages of the attached Application to Serve as a Credit Union Volunteer.
2. Read and sign the attached Candidate Certification.
3. Send in both to the Administrative Executive Assistant at Coast Central Credit Union, 2650 Harrison Ave., Eureka, CA 95501 or via email at [ahumphers@coastccu.org](mailto:ahumphers@coastccu.org), no later than **Thursday, October 13, 2022**. The sooner your application and certification are received, the more time the Nominating Committee will have to consider your qualifications.
4. The Nominating Committee will nominate at least one member for each position available.

## REQUIRED QUALIFICATIONS FOR NOMINEES

To be eligible to be nominated either by the Nominating Committee or by petition for any office filled by election of the membership, candidates are required to meet all of the following qualifications on both the date of close of nominations (**October 13, 2022**) and the date of the Annual Meeting of the Membership (**February 16, 2023**).

- Minimum Age:**
- Must be 18 years of age or over.
- Credit Union Membership:**
- Must be a member of Coast Central Credit Union.
  - Must have been a member continuously for four years prior to nomination.
- Credit Standing:**
- Must have had no financial obligations with any institution, company or agency extending credit which are or have been delinquent more than two consecutive monthly payments at any time during the four years prior to nomination (i.e., if you made your last monthly payment on October 23 and you did not make your payments due on November 23 and December 23, on December 24 you would be more than two consecutive monthly payments delinquent).
  - Must have no present obligations to this credit union delinquent more than one month on the date of close of nominations or the date of the Annual Meeting.
- Bondability:**
- Must qualify for bonding.
- No Criminal Record:**
- Must have no felony convictions or pending felony convictions or pending felony charges.
- Agreement to Serve:**
- Must fill out completely an “Application to Serve as a Credit Union Volunteer” (**all 6 pages**) on a form authorized by the Board of Directors.
  - Must sign a “Candidate Certification” on a form authorized by the Board of Directors.

Any candidate not meeting any or all of the above qualifications on the above specified dates will be declared ineligible.

*Belonging Never Felt Better®*



## POSITION DESCRIPTION

TITLE: DIRECTOR

REPORTS TO: Membership

SUPERVISES: Chief Executive Officer/President

As a Director, you would be a member of the Board of Directors which functions only as a group and is responsible for the general direction and control of the affairs, funds, and records of the credit union. It is a position of trust, and as such, it would be your duty to act in a responsible manner.

The position of Director also brings with it many legal responsibilities. You would be legally liable for your actions as a board member.

Even after being elected as a Director, you must maintain your membership or vacate your position. Serving as a Director also requires a significant time commitment each month and several days each year to attend seminars and planning meetings.

### **PRIMARY FUNCTIONS:**

To set policy, plan the credit union's course, make sure the credit union maintains its sound financial condition, keep communication open to educate members on services, review the chief executive officer's progress in achieving goals and objectives, and report to the members at the annual meeting.

### **SPECIFIC DUTIES:**

- Work with the chief executive officer and the board to develop objectives and goals for the credit union.
- Make sure the credit union adheres to pertinent laws, regulations, and sound business practices.
- Make sure 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 lending and savings programs and rates.

- Establish policies, or make sure they are established, and then approve them for credit union programs and activities.
- Make sure new products and services are developed, as needed.
- Approve the credit union budget.
- Hire the chief executive officer, define the scope of the person's job, and review progress in attaining goals and objectives.
- Attend board meetings, exercise independent judgment and report to the members at the annual meeting.

#### **DIRECTOR QUALIFICATIONS:**

- Directors must be participating members who use the credit union products and services.
- Have a willingness to serve members.
- Have the ability to comprehend and learn basic business concepts and procedures.
- Have the desire to be a team player.

#### ***In addition, experience has shown that successful directors share the following traits:***

- Be an active member of the credit union, and use the credit union as your primary financial institution.
- Care about our members' welfare and the credit union's role in achieving that goal.
- Give the time and effort necessary to perform the duties of directors -- prepare for, attend, and participate in all board meetings, all committee meetings of which you are a member, the credit union annual meeting, the annual planning session and whenever possible, other official events of the credit union such as annual parties and openings.
- Cooperate with other directors and support majority decisions.
- Be objective, exercise independent judgment, and avoid all conflicts of interest.
- Accept and adapt to change, welcome new ideas and be creative and visionary.

- Consistently seek to improve one's self.
- Be enthusiastic about the position and the prospect of serving the members.
- Know the credit union's history and philosophy and be loyal to those beliefs.

***Willing to learn:***

- What services the credit union currently offers, what other credit unions are offering, and what additional services the members need or want;
- What the competition is doing and the composition of the financial marketplace;
- Technicalities of delivering financial services to the membership;
- Business procedures and the ability to read and comprehend a balance sheet;
- General skills in management and personnel, planning, data processing and budgeting;
- Local, national, and international economic and social environments and their effects on the credit union;
- New skills and strengthen weak areas annually through formal programs such as workshops, seminars, and schools at the league and national levels. In addition, periodicals, correspondence courses, certification programs, and print and audio-visual materials provide professional growth opportunities.
- That you will make a commitment to your personal growth and development by attending appropriate seminars and meetings; taking correspondence courses and/or studying selected reading materials.



**APPLICATION FOR NOMINATION TO SERVE AS A CREDIT UNION VOLUNTEER**

I am interested in a position on the (please check one):

- Board of Directors     OR      Supervisory Committee

**PERSONAL DATA**

Name: \_\_\_\_\_ Date of Birth\* \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State & Zip: \_\_\_\_\_ Social Security No. \_\_\_\_\_

**EMPLOYMENT**

Current Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City, State & Zip: \_\_\_\_\_ Date Hired: \_\_\_\_\_  
 Previous Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City, State & Zip: \_\_\_\_\_ Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_

**EDUCATION**

What is the highest level of education you have achieved? \_\_\_\_\_ Year: \_\_\_\_\_

	Name of School	Location	Dates From-To	Degrees or Diplomas	Major	Minor
College or University						
Graduate School						
Others						

\*This information is voluntary, however, you must be at least 18 years of age by the date for the close of nominations in order to be eligible to be nominated.

Please list additional education experience that will assist us in evaluating your qualifications:

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**INVOLVEMENT IN COMMUNITY**

Do you now or have you ever held a position:

- With any other credit union(s) or cooperative(s)?

Name of Organization \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Reference \_\_\_\_\_

Description of duties, responsibilities or experience: \_\_\_\_\_

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- With any other type of financial institution(s)?

Name of Organization \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Reference \_\_\_\_\_

Description of duties, responsibilities or experience: \_\_\_\_\_

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- With any Service Organization(s), e.g., Rotary, Chamber, etc.

Name of Organization \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Reference \_\_\_\_\_

Description of duties, responsibilities or experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- With any other community or political entities?

Name of Organization \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Reference \_\_\_\_\_

Description of duties, responsibilities or experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SKILLS

Please describe your skills and/or experience in the following areas:

Financial Management/Analysis: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Management/Administration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Personnel/Supervisory: \_\_\_\_\_

\_\_\_\_\_



Board or Committee experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local or national politics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please list at least three references, with no more than one being a personal reference.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

**COAST CENTRAL CREDIT UNION INFORMATION**

Member Number: \_\_\_\_\_ Date Joined: \_\_\_\_\_

How long have you been a resident of the area that the credit union serves? \_\_\_\_\_

Are you a member of any other credit unions? (List name of credit union(s) and date joined.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you know of any reason that you would not continue to be a member of this credit union during the next three years?

\_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives currently employed by the credit union?     Yes     No

If yes, please provide their name(s) and relationship: \_\_\_\_\_

Please indicate which products and services of the credit union you use.

- Savings
- Checking
- Savings Certificate
- VISA credit Card
- Consumer Loan
- Auto Loan
- Real Estate Loan
- Business Deposit
- Business Loan
- Members Financial Services

**PERSONAL STATEMENT**

State your reasons for wanting to be a Director or Supervisory Committee Member and why you believe you are qualified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel you can contribute to the success of Coast Central in the position in which you are interested?

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I certify that the information in this application or on any attachments hereto is true and correct.

I authorize you to gather whatever employment, bondability and credit information you consider necessary and appropriate from time to time. I authorize you to investigate and verify any information on this application or attachments hereto.

I authorize you to contact any references given and I further authorize those references to divulge any relevant information concerning me.

I understand that you will retain this application whether or not I am nominated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***To be eligible for nomination, this Application (all 6 pages) and the Candidate Certification must be received by the Administrative Executive Assistant at Coast Central Credit Union, 2650 Harrison Ave., Eureka, CA 95501 or via email at [ahumphers@coastccu.org](mailto:ahumphers@coastccu.org), no later than **Thursday, October 13, 2022**. Thank you for your interest in serving.***



## CANDIDATE CERTIFICATION

(This Certification must accompany your application.)

Please carefully review the Required Qualifications for Nominees included in this package before you sign this Certification.

Printed Name: \_\_\_\_\_  
(Print as you wish it shown on the ballot.)

### QUALIFICATIONS

By signing below, I certify that:

- I will be at least 18 years of age on **February 16, 2023**;
- I am a member of Coast Central Credit Union;
- I have been a member of this credit union continuously for four years prior to nomination;
- I have had no financial obligations with any institution, company or agency extending credit which are or have been delinquent more than two consecutive contractual monthly payments at any time during the four years prior to nomination;
- I have no present obligations to the credit union which are or will be delinquent more than one month on the date for close of nominations (**10-13-22**) or the date of the Annual Meeting (**2-16-2023**);
- I have never been refused bonding; and
- I have never been convicted of a felony nor are there any felony charges currently pending against me.

### FINANCIAL STATEMENT

I understand that service as an elected official is on a voluntary basis and that elected officials are not compensated for performing the duties of their elected office. I understand and agree that, as an elected official, all applications for loans submitted by myself are subject to review and approval by the Board of Directors.

### COMMITMENT

By signing below, I certify that, if elected to this office, I will uphold the laws, rules, regulations, bylaws and policies of this credit union, that I will serve faithfully through regular attendance at all meetings, and that I will commit the necessary time and be available during evening and regular working hours.

### AGREEMENT TO SERVE

Therefore, having read and understood the Required Qualifications for Nominees and the Position Description for the office I am seeking, I certify that I am agreeable to nomination for this office and that, if elected, I will carry out the duties and responsibilities of this office to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***To be eligible for nomination, this Candidate Certification and the Application must be received by the Administrative Executive Assistant at Coast Central Credit Union, 2650 Harrison Ave., Eureka, CA 95501 or via email at [ahumphers@coastccu.org](mailto:ahumphers@coastccu.org), no later than **Thursday, October 13, 2022**.***