



2021 Annual Meeting Volunteer Application Packet



Dear Valued Member,

Thank you for your interest in volunteering for Providence Federal Credit Union. You find all the necessary information and requirements to be a volunteer for PFCU. Being a volunteer is a wonderful opportunity for members to be a part of the direction and the safety and soundness of the Credit Union.

Our Volunteers are Providence Credit Union members who offer their time without pay and contributing your knowledge and experiences to help guide the Credit Union in the right direction for our membership.

The requirements for being a volunteer for PFCU are:

- Must be a member of Providence Federal Credit Union (PFCU) in good standing;
- Must be at least 18 years old.
- Must be bondable by the Credit Union's fidelity bond company.
- Must authorize a criminal background check as well as a credit check.
- Attend a minimum of 1 meeting per month – Time varies based on Volunteer role
- Actively participating in self-study training programs as needed based on volunteer role

PFCU members interested in being nominated to be on the Board of Directors must do the following:

1. Submit a petition signed by 1% (Inquire for exact number) of the credit union's membership and complete the attached "Prospective Volunteer Questionnaire". Completed petitions must be received by Monday, May 3, 2021 to be qualified for nomination.
 - a. *If necessary, all nominees will be listed on a ballot and mailed in early May to the membership. Results will be announced at the Annual Meeting in May.*
2. Please submit the completed questionnaire via email to volunteer@providencecu.org, dropped off at any of our locations or mail to the following address:

Providence Federal Credit Union
ATTN: Volunteer Opportunities
6400 SE Lake Road, Suite 125, Milwaukie, OR 97222

If you have any questions about this process or the forms, you may contact either the Board of Directors or the nominating Committee at volunteer@providencecu.org.

Sincerely,
Providence Federal Credit Union

Attachments



Potential Volunteer Questionnaire

Name of Potential Volunteer: _____

What Volunteer role interests you? Board of Directors Supervisory Committee

1. Please tell us a little about where you work, what your position is, and about your job and/or volunteer experience.

2. Do you have prior experience working as a Board of Director or Audit / Supervisory Committee? If so, please describe the experience.

3. Explain how well you know what a credit union is (i.e. services, structure, not-for-profit cooperative, etc.)? Are you a Providence Federal Credit Union member? Do you belong to any other credit unions?

4. Why are you interested in volunteering to be on the Board or Supervisory Committee of Providence Federal Credit Union?



5. Are you prepared and committed to contribute at least 1 hour a month prior to each monthly meeting which includes time to familiarize yourself with the materials provided which may include a Board packet, financials, business decisions, policies / procedures, Internal Audit Reports etc.?

6. Ongoing volunteer training and education are an essential component of possessing the necessary foundation and knowledge to be a good Credit Union Volunteer. Are you willing to actively participate in self-study training programs, occasional seminars, and if available, attend one credit union-paid educational conference at least one time during your 3-year term?

If you are selected as a nominee for a 3-year term on Providence Federal Credit Union's Board of Directors, this is the anticipated timeline for elections:

- | | |
|---------|--|
| Feb. 1 | The slate of nominees is determined and approved by the Nominating Committee. Nominees' bios must be submitted by Friday, February 1. |
| April 5 | List of nominees' names along with Annual Meeting information is mailed in quarterly statements or separate postcard. This notice also includes information that nominees can be added to the list of candidates with a petition signed up by 1% of membership. |
| May 3 | Petition deadline. |
| May 26 | Election results announced at the Credit Union's Annual Meeting in May. |
| May 26 | Newly elected board members will be seated with the full Board for their first Board Meeting at 3 pm – Location TBD. Election of table officers (Board Chair, Vice Chair, and Secretary) will be the first order of business. Board meetings are typically from 3 pm – 5 pm on the third Wednesday of every month. |

I certify that all information entered on this form is true and correct to the best of my knowledge. Additionally I understand that in order to become a volunteer, I must authorize and pass a credit and Bondability check.

By signing below, I authorize Providence Federal Credit Union to perform the above tasks to determine my



eligibility to serve as a volunteer.

Signature: _____ Date: _____

Printed Name: _____

PLEASE INCLUDE A SHORT BIO FOR CREDIT UNION RECORDS.

**Petition for Nomination to
Providence Federal Credit Union's Board of Directors**

Name of member seeking nomination:



Requirements:

1. Prospective nominee must be a current primary member of Providence Federal Credit Union (with a minimum \$5 share – type 01, 10 or 20) and meet applicable eligibility requirements as defined in the Credit Union’s Bylaws & Board Policies. Contact the Credit Union for details.
2. The Petition must be signed by 1% of the Credit Union’s members for nomination. Contact the Credit Union for current figure.
3. Once the petition has been completed with the required number of signatures, it must be returned along with the completed “Board Nominee Interview Questionnaire” to a branch or via mail (address on cover letter).
4. Membership and signatures of signers will be verified.

By signing below, I affirm that I am a current member of Providence Federal Credit Union and support the nomination of the individual named above to the Credit Union’s Board of Directors.

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Providence
FEDERAL CREDIT UNION

NAME OF MEMBER (please print)

SIGNATURE

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NAME OF MEMBER (please print)

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Providence
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NAME OF MEMBER (please print)

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