



**Summit Federal
Credit Union**

Located in Akron & Salem, Ohio

Volunteer Application Package

We are delighted and honored you have shown an interest in serving as a volunteer with your credit union.

Volunteers are essential to the credit union movement and one of the foundations of the movement's uniqueness.

The first credit unions were operated entirely by unpaid volunteers. Although credit unions today require full-time professional management, the importance of dedicated and knowledgeable volunteers remains vital to credit unions as the true representatives of the member/owners of the institution. They are the communication link with the members. They set credit union policy. They are a sounding board for ideas, and provide expertise and talents that the credit union could not afford to buy.

Volunteers are, and always will be, an integral part of the credit union movement. While recognizing and conveying appreciation for the contributions of volunteers, credit unions also have an obligation to provide them with educational opportunities to allow them to make even greater contributions toward the growth and betterment of the credit union.

Credit unions were founded on the principle of "people helping people." As a volunteer, you are putting that philosophy into action.

Our current volunteers, representing over 5,000 Summit Federal Credit Union (SFCU) member-owners, thank you for your interest in serving as a volunteer for Summit Federal Credit Union.

Standards of Professional Conduct

The Elected Volunteers (Officials) and Management Team (Executive Officers) serve the members of Summit FCU. By the acceptance of their respective positions, they assume fiduciary, legal, and moral responsibilities, which they cannot delegate. Further, implied in each position is a duty to conduct the affairs of the credit union with absolute loyalty to it, and to do so without incurring even a shadow of conflict of interest, either real or implied. The credit union provides volunteer officials with materials and training to assist volunteers in developing a high degree of expertise. But ultimately, it is a person's character and integrity that enables them to faithfully carry out their accepted responsibilities.

Qualifications for Service

Minimum Qualifications for a Summit Federal Credit Union Volunteer:

- Must be a member of Summit Federal Credit Union.
- Cannot have been convicted of a crime involving dishonesty or breach of trust.
- Must be at least 18 years of age.
- Possess knowledge, experience, or skills pertinent to the credit union's future.
- Have a good credit standing and no felony criminal convictions.
- Willing to accept the responsibilities of an elected volunteer.
- Able to meet attendance standards for board meetings (may not miss 3 consecutive months or 4 meetings within a calendar year).
- Willing to achieve, within 6 months, and maintain financial literacy as demonstrated by a working familiarity with basic finance and accounting practices, including the ability to read and understand the credit union's balance sheet and income statement and to ask, as appropriate, substantive questions of management and the internal and external auditors.
- Able to act independently and objectively regardless of external relationships with other volunteers and/or employees.
- Not an employee of a competing financial institution.
- Not an employee of Summit Federal Credit Union within the past three years.

Associate Director (AD) of the Board Duties:

The Associate Director of the Board Program provides an innovative opportunity to identify and train highly motivated and talented members of Summit Federal Credit Union for future volunteer positions, including vacancies on the Board of Directors. Responsibilities include, but are not limited to:

- Serving for one-year periods with minimal absences.
- Participate in Board meetings, as well as the Annual Meeting and Strategic Planning Meetings.
- Complete the necessary courses in the CU University Online Volunteer Program.

Agreement to Serve for Summit FCU Volunteers

I, the undersigned, do fully understand and hereby agree that to serve as an Associate Director of the Board of Directors of Summit Federal Credit Union, I will abide by the following:

1. Meet or exceed the attendance standards outlined in the Federal Credit Union Bylaws that have been adopted by Summit FCU. Attend all regular and special meetings of the Board when notified, unless prevented from doing so by circumstances beyond my control, and to promptly notify management if I am unable to attend.
2. Attend the credit union's annual board planning meeting.
3. Continually seek to learn more about the credit union organization and its services and about my individual duties and responsibilities. Meet or exceed the fiduciary training standards outlined by the National Credit Union Administration (NCUA).
4. Consider the business of the credit union and its members to be totally confidential in nature.
5. Participate to the best of my ability in the determination of policy and other matters coming before Summit FCU. Give full attention to the programs, services, and challenges of the credit union.
6. Give all possible assistance to my fellow board members, appointed officials, committee members, and employees of the credit union in the discharge of their respective duties.
7. Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I will disclose this to the Board of Directors and refrain from voting on issues so related.

I also hereby agree to and authorize Summit Federal Credit Union to conduct a confidential background investigation on me. I understand this information will be held in the strictest of confidence, and will be disclosed only to members of the Board's Executive Committee.

Date: _____

Signed: _____

Printed Name: _____

Please submit with Volunteer Application

SUMMIT FEDERAL CREDIT UNION (SFCU) Volunteer Application

Please provide the information requested below. You may also attach a resume or other pertinent information you would like the Board of Directors to consider in their selection process.

Send this form along with a signed Agreement to Serve by mail to: Summit FCU, Attn: T. Katzenmeyer, P O Box 1460, Akron, OH 44309-1460 or by fax: (330) 376-7196.

PERSONAL INFORMATION

Legal Name: _____

Mailing Address – Street, City, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Any preference on when, how, or where we contact you: _____

Employer: _____ Position: _____

Are you at least 18 years of age? Yes No

Have you ever been denied a security bond? Yes No

YOUR BACKGROUND INFORMATION *(please attach additional sheets if necessary)*

Briefly detail your educational background: _____

Current and past employment experience: _____

Current or past credit union involvement or other Board experience: _____

Current or past involvement with volunteer or other community activities: _____

Briefly describe your primary reason(s) for wanting to serve and any relevant experience that would benefit the direction of SFCU: _____

Briefly describe any special skills or special interests: _____

PLEASE READ CAREFULLY BEFORE SIGNING:

I understand and am willing to fulfill the duties and responsibilities of a credit union volunteer. I agree to commit the required time to fulfill all requirements of my volunteer position, including meetings (possibly) during business hours. I understand that there is no compensation for my services as a credit union volunteer. I am a member in good standing of Summit FCU, and agree to allow verification of any information provided on this application, including authorization for Summit FCU to obtain a background investigation in connection with this application. I acknowledge that at any time during the evaluation process I may be provided access to proprietary and confidential information of Summit FCU; I agree to keep all such matters and information involving Summit FCU confidential, and not disclose the same where it is not in the public record or domain.

Signature of Applicant

Date