



Raising your possibilities!



Elevate Federal Credit Union

Volunteer Application Package

Application and guide to becoming a volunteer on the Board of Directors for the credit union.

**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. They are the most effective lobbyists for credit unions in the State Legislature and in Congress, and are one of the reasons why we still have an independent and highly successful credit union system.

**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 more than 14,000 Elevate Credit Union member-owners, thank you for your interest in serving as a volunteer for Elevate Credit Union.

Standards of Professional Conduct

The Elected Volunteers (Officials) and Management Team (Executive Officers) serve not only the members of Elevate Credit Union, but also the credit union movement and the community.

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 executive officers and credit union trade associations, provide 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 Elevate Credit Union Volunteer:

- Must be a member of Elevate Credit Union.
- Cannot have been convicted of a crime involving dishonesty or breach of trust.
- Must be at least 18 years of age.

Additionally, the Elevate Credit Union Nominating Committee has established the following requirements:

- Possess knowledge, vision, experience, or skills pertinent to the credit union's future and the credit union movement.
- Have a good credit standing and no felony criminal convictions.
- Ability to work well with other people including other volunteers, management and staff members.
- Willing to accept the responsibilities of an elected volunteer
- Able to meet attendance standards for board meetings with a minimum of 12 board meetings a year. (unless excused according to the Board Policy).
- Serve on at least one board committee and contribute sufficient time and talents to assure the committee's proper function.
- Attend the yearly Strategic Planning Conference which usually is in September.
- 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.



Board of Director Duties:

The Board of Directors holds the power and the responsibility for all the operations and functions of the credit union. To carry this out, the Board must:

- Establish goals and objectives
- Set policies to achieve these goals
- Maintain competent management
- Appraise performance and results
- Report to the membership, and
- Fulfill the requirements of the Federal Credit Union Act, By-Laws, and Rules and Regulations.

Elevate Credit Union Board Members have responsibility for directing and controlling the affairs of the credit union's operation, including the development of a strategic plan. Policies and procedures are developed to ensure the best interest of the membership is well served while insuring sound business practices and compliance with all federal and state regulations.



Nomination Process and Eligibility

Elevate Credit Union strives to recruit and retain knowledgeable and experienced volunteers that participate fully in the overall success of our members and organization.

A Nominating Committee consisting of one board member, who serves as the chairman of the committee, two members of management and two staff members is established. In January of each year, the Nominating Committee will ask incumbent board members up for reelection to declare their interest in continuing to serve. The Nominating Committee will also accept volunteer applications of interest until February 9th of each year. These applications will form the "Volunteer Interest Pool" for that year.

To be eligible for consideration for nomination to the Board, a candidate must be a Elevate Credit Union member. He or she must be willing and able to make a personal commitment through consistent attendance and active participation at Board and committee meetings and educational sessions.

All letters of interest should include a résumé demonstrating experience that would qualify the member to serve as a board member. Based upon the pool of volunteer applications, including incumbent board members, the Nominating Committee will close the

"Volunteer Interest Pool" on February 9th of each year.

The Nominating Committee will then review the "Volunteer Interest Pool" evaluating past credit union experience, career experience, education, and personal financial responsibility. Necessary criminal background check, credit checks, and member account reviews will be conducted.

From this pool of applicants, prior to the annual meeting, the names of the selected nominees will be posted for the members to review on the credit union website and newsletter.

At the Annual Meeting, there will be no nominations from the floor unless there are fewer nominees than vacancies. Bio's and pictures of the Nominee's will be available to the membership during the Annual Meeting. Nomination by ballot will occur if there are more nominations than vacancies.





TIMETABLE (Prior to Annual Meeting)

Feb. 9th	Deadline for submission of Volunteer Application to the Nominating Committee.
Feb. 9th	Deadline to submit personal (short) bio and picture.
Feb. 16-27th	Voting Period
March 10th	Annual Meeting (12:00 PM Brigham City Branch)



Code of Ethics for Elevate Credit Union Volunteers

WHEREAS, the Board of Directors of Elevate Credit Union feels that it is in the best interest of the Credit Union and its membership to express the basic ethical precepts under which service will be performed, and

WHEREAS, this Code of Ethics is set forth for subscription by all of the officers, directors, and employees of the credit union as follows: I will:

- Conduct myself at all times in a manner that will enhance the stature of the credit union and its ability to serve its members, as well as other credit unions and the community at large;
- Refrain from entering into or being a part of any activity that violates federal or state laws or regulations, or otherwise might bring discredit upon the credit union;
- Conduct myself in a manner that shows integrity and independence of judgment in all business relationships with other individuals, other firms or corporations, and their representatives;
- Exercise individual loyalty to the interests of the credit union, including holding confidential any and all matters relating to the business of the credit union and its members;
- Conduct myself in a manner that will promote cooperation and good relations between officers, directors, and employees of the credit union;
- Perform at the highest level and strive continually to improve my competence and quality of service.

Date: _____

Signed: _____

Printed Name: _____

Please submit with Volunteer Application



Agreement to Serve for Elevate Credit Union Volunteers

I, the undersigned, do fully understand and hereby agree that to serve as a member of the Board of Directors of Elevate Credit Union, I will abide by the following:

1. Meet or exceed the attendance standards outlined in the Credit Union Bylaws that have been adopted by Elevate Credit Union. 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 strategic 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 Elevate Credit Union. 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 Elevate Credit Union to conduct a confidential background investigation and obtain a credit report on me. I understand this information will be disclosed only to members of the Board's Executive Committee.

Date: _____

Signed: _____

Printed Name: _____

Please submit with Volunteer Application





**Elevate Credit Union
Headquarters**

1023 Medical Drive
Brigham City, UT 84302

(435) 723.3437
info@elevatecu.com
www.elevatecu.com



**Elevate Credit Union
Garland Branch**

1300 South Main
Garland, UT 84312

(435) 723.3437
info@elevatecu.com
www.elevatecu.com



**Elevate Credit Union
Logan Branch**

740 S. Main St.
Logan, UT 84321

(435) 723.3437
info@elevatecu.com
www.elevatecu.com



THIS CREDIT UNION IS FEDERALLY INSURED BY THE
NATIONAL CREDIT UNION ADMINISTRATION



WE DO BUSINESS IN ACCORDANCE WITH
THE FEDERAL FAIR HOUSING LAW AND THE
EQUAL CREDIT OPPORTUNITY ACT

ELEVATE FEDERAL CREDIT UNION

Volunteer Application

Remit this form along with a signed Code of Ethics, Agreement to Serve, Bio and a professional picture no later than February 9th of the current year.

QUESTIONS? CALL: Tonya Gail (435) 538.5118

By Mail: Elevate Credit Union, Attn: Tonya Gail, 1023 Medical Drive, Brigham City, UT 84302 or, **By Email:** tonyagail@elevatecu.com

BOND INFORMATION

Have you ever been denied a security bond?

☐ Yes

☐ No

PERSONAL INFORMATION

Legal Name

Employer: Position:

Are You a Elevate Credit Union Member?

☐ Yes

☐ No

List the name and contact information for three personal and/or professional references:

#1

#2

#3

INFORMATION ON HOW WE CAN CONTACT YOU

Mailing Address

City

Zip

Home Phone #

Work Phone #

Cell Phone #

E-mail

Preference on how we contact you:

☐ Phone

☐ Email

☐ Both Are Fine

YOUR BACKGROUND INFORMATION (please attach additional sheets if more space is required)

Briefly detail your educational background:

Current and past employment experience:

Current or past credit union involvement or other Board experience:	
Current and past involvement with volunteer or other community activities:	
Briefly describe your primary reason(s) for wanting to serve & any relevant experience.	
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 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 Elevate Credit Union, and agree to allow verification of any information provided on this application, including authorization for Elevate Credit Union to obtain a consumer credit report and 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 Elevate Credit Union; I agree to keep all such matters and information involving Elevate Credit Union confidential, and not disclose the same where it is not in the public record or domain.

Signature of Applicant		Date	
FOR NOMINATING COMMITTEE USE ONLY			
Membership Verified	<input type="radio"/> Yes <input type="radio"/> No	Member Since	MM/YY
Credit Report Date	MM/DD/YY		
<input type="radio"/> Code of Ethics	<input type="radio"/> Agreement to Serve	<input type="radio"/> Bio	<input type="radio"/> Picture
Candidate Accepted	<input type="radio"/> Yes <input type="radio"/> No	Reason(s)	

Remit this form along with a signed Code of Ethics, Agreement to Serve, Bio and a professional picture no later than February 9th of the current year. **By Mail:** Elevate Credit Union, Attn: Tonya Gail, 1023 Medical Drive, Brigham City, UT 84302 or, **By Email:** tonyagail@elevatecu.com. **ANY QUESTIONS CALL: Tonya Gail (435) 538.5118**