

ALTA VISTA CREDIT UNION  
BOARD OF DIRECTORS POSITION DESCRIPTION

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TITLE: Director  
REPORTS TO: Members  
SUPERVISES: Chief Executive Officer (CEO)

INTRODUCTION: The essence of Director responsibility is the duty to act honestly, in a diligent manner in good faith and in the best interests of the credit union.

PRIMARY FUNCTIONS:

To provide governance for the credit union in the following manner: set policies, provide AVCU's strategic direction, ensure the safety and soundness of AVCU, ensure that the mission of AVCU is carried out, maintain open communications with members and management, select the CEO and direct and review the CEO's progress in achieving goals and objectives, and report to the members as required by law.

SPECIFIC DUTIES:

- Work with the CEO and other board members to develop the mission, vision, strategic plans, and long-range objectives for AVCU.
- Ensure that AVCU adheres to pertinent laws, regulations, and sound business practices by establishing boundaries within which the CEO may operate and establish operational procedures.
- Ensure AVCU maintains sound financial conditions and appropriate asset/liability management and that AVCU's assets are protected against unauthorized borrowing or investing.
- Provide for bonding and other security factors, including internal control procedures.
- Approve AVCU's annual budget and strategic plan.
- Engage the CEO, define the scope of his/her duties, review progress in attaining prescribed goals and objectives, and evaluate the CEO performance on an annual basis.
- Annually, review and approve policies for lending, investments, asset/liability management, security, disaster recovery, technology, annual business plan, insurance, and others as needed.
- Prepare for and attend all board meetings, planning sessions, and the annual general meeting.
- Identify, cultivate, and prepare for future board leadership individuals whose participation will enhance the board and AVCU.
- Complete annual mandatory training required by Department of Business Oversight (DBO) and National Credit Union Administration (NCUA) regulations plus other training as necessary to maintain currency.

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**JOB PREREQUISITES**

- Currently a member of AVCU
- Not currently an employee of AVCU
- Not been dismissed for cause by AVCU
- Not caused any monetary loss for AVCU
- Not currently delinquent at any financial institution
- Must be bondable

**KNOWLEDGE AND SKILLS:**

- Understanding of credit union philosophy and desire to better the financial lives of members
- Understanding of applicable laws and regulations
- Ability to understand basic financial statements
- Ability to think and plan strategically