



# Credit Union Department

## Director Application and Agreement to Serve

Credit Union \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Last First Middle

HomeAddress \_\_\_\_\_  
Street City State Zip Code

Phone (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Residence Business

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

List any other positions, directorates, or offices held in the past five (5) years:

Date	Position	Organization

Educational Background: High School graduate?  Yes College graduate?  Yes

School and major field of study: \_\_\_\_\_

List any other relevant training or educational accomplishments:

List any membership(s) in professional societies and associations:

List all financial institutions of which you have been or are currently an official, employee, director, or committee member and include dates.

Estimated number of hours you will be able to donate as a volunteer each month \_\_\_\_\_

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The following questions address the minimum qualification requirements of Commission Rule 91.501(b):

- 1) Have you ever been denied fidelity bond coverage, had bond coverage cancelled or revoked, or been notified that you are not eligible to obtain bond coverage?  Yes  No
- 2) Have you ever had a judgment issued against you in a civil action based upon grounds of fraud, deceit or misrepresentation?  Yes  No
- 3) Have you ever caused this credit union to suffer a financial loss?  Yes  No
- 4) Have you ever been removed from office by any regulatory or governmental agency while acting as an officer, agent, employee, consultant, or representative of any financial institution?  Yes  No
- 5) Have you ever been personally subject to an operating directive for cause while serving as an officer, director, or senior executive management personnel of any financial institution?  Yes  No
- 6) Have you ever caused or participated in an activity that resulted in the suspension or revocation of a financial institution's certificate of incorporation, or authority or license to do business?  Yes  No
- 7) Have you ever been convicted of any criminal offense involving dishonesty or a breach of trust?  Yes  No
- 8) Are there any legal or administrative proceedings pending against you?  Yes  No

If you answered "yes" to any of the preceding questions, please attach a separate sheet that provides additional information regarding the circumstances.

To facilitate the process of obtaining a background check, please provide the following information:

- Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_
- Any other names you have used \_\_\_\_\_
- Previous addresses during the past 5 years \_\_\_\_\_

### **Certification and Agreement to Serve**

*I certify that the information provided on this form is true and correct. If elected or appointed to office, I pledge to carry out my duties and responsibilities commensurate with said office(s) as promulgated by the Texas Finance Code and bylaws of this credit union. I authorize the credit union to obtain a credit report and other information necessary to complete a background check.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GALVESTON GOVERNMENT EMPLOYEES CREDIT UNION

**Duties and Responsibilities of Board of Directors**

1. REPORTING RESPONSIBILITIES:

Reports to :                   The General Membership  
Supervises:                   The CEO

2. PRIMARY DUTIES AND RESPONSIBILITIES:

Maintains the general direction and control of the credit union. This includes guiding the organization to fulfill its purpose; setting all policies which guide the affairs of the credit union; and ensuring that those policies are properly implemented by following the credit union charter, bylaws, all applicable federal state laws, sound business practices, and the membership's desires.

3. SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Attends all regular and special meetings of the Board of Directors.
2. As policy dictates, determines and declares dividend rates, terms, maximum share limits, and classes of shares.
3. As policy dictates, determines the rates, maturities, security, terms, conditions and interest refunds for all loans granted by the credit union.
4. Determines policies relating to the granting and appropriate collection of loans and authorizes the charge-off of uncollectible loans.
5. Authorizes all appropriate borrowing on behalf of the credit union.
6. Authorizes all appropriate deposit and investment of funds of the credit union.
7. Amends the credit union bylaws, subject to the supervising authority, as appropriate.
8. Hires, fixes duties and compensation, and evaluates performance of the CEO.
9. Appoints an Executive Committee of not fewer than three directors to act with respect to specifically delegated functions authorized by regulation and the Board.
10. Appoints the credit union's Supervisory Committee, which is responsible for making, or causing to be made, all appropriate audits and checks, and ensures proper functioning of the credit union.

## GALVESTON GOVERNMENT EMPLOYEES CREDIT UNON

### Duties and Responsibilities of Board of Directors

11. Appoints a Membership Officer, Loan Officer(s), Security Officer, BSA Officer(s) and committees as necessary, i.e. Credit Committee.
  12. Determines the surety bond needs of the credit union as least annually and ensures that appropriate persons are bonded in accordance with applicable laws and regulations.
  13. Evaluates and determines security needs and establishes a records retention program.
  14. Act on all membership applications, either directly or through the appointment of a Membership Officer.
  15. Maintains all business affairs and affairs of its members in a confidential manner and refrains from any relationship which would create conflict of interest with regard to the credit union.
  16. Outside of prescribed policy and legal limits, acts on loans to Directors and Supervisory Committee members or through the appointment of a Credit Committee.
  17. Fills vacancies on the Board and Supervisory Committees and appoints alternates to act in the absence of regular member of those committees.
  18. Acts as a positive ambassador for the credit union and its services.
  19. Holds or causes to be held an Annual Meeting of the membership and presents a report of the Board of Directors activities.
4. BASIC QUALIFICATION REQUIREMENTS:
1. Be a member of the credit union for at least one (1) year and in good standing.
  2. Have the ability to take and handle criticism for making necessary but unpopular decisions.
  3. Have an open mind, the ability to use sound judgment, a willingness to accept responsibility, and the ability to make group decisions with fellow board members.
  4. Have the ability and desire to attend all regular and special meetings of the Board of Directors.
  5. Have a demonstrated desire to learn about the credit union, the services, laws and regulations that govern it, and the responsibilities of a Board member.