



clearwater
CREDIT UNION

Clearwater Board of Directors

Election Nomination Form

CLEARWATERCREDITUNION.ORG

Board Responsibilities

At Clearwater we organize Board responsibilities into five categories.

1. **Participation.** Directors are responsible for meeting regularly and working together in a deliberative, thoughtful, and respectful manner to further the interests of Credit Union members. This includes regular, standing monthly meetings, any additional committee meetings, regular annual membership meetings, and any special strategic sessions or special membership meetings as required by the Board Chair or the Credit Union's bylaws.
2. **Leadership through a CEO.** The Board is responsible for attracting and retaining a competent and effective CEO, providing direction and support to that CEO, setting goals and compensation programs for that CEO, and creating an enabling environment for that CEO to lead the Credit Union successfully. This means providing strategic, risk management, and reputational guidance for the CEO. Directors should not involve themselves in the operational or day-to-day affairs of the Credit Union.
3. **Strategic & Financial Planning.** The Board is responsible for working with the CEO and other staff to develop strategic plans, annual business line planning documents, and annual budgets. The Board is also responsible for monitoring plan and budget variances and providing ideas, feedback, and support to facilitate success in achieving key targets.
4. **Risk Management.** The Board is responsible for setting the Credit Union's overall risk tolerances. It does so by way of periodic review, revision, and approval of critical Credit Union policies. These policies include, but are not limited to, lending activities; investment activities; asset and liability management risk tolerances; debt collection activities; consumer protection compliance policies; etc.
5. **Representation.** Directors are often called upon to represent the Credit Union in front of regulators, members, and the communities we serve. Directors should always strive to function as positive Credit Union ambassadors.

Board Qualifications

To serve on the Clearwater Board of Directors, an individual must exhibit the following:

- Be a Credit Union member in good standing at the time Board service begins.
- Understand the expectation to attend all regular and special meetings of the Board of Directors (see Meetings & Conferencing section below).
- Have an open mind, the ability to use sound judgment, a willingness to accept responsibility, and the ability to make group decisions with fellow Directors, including the ability to take and manage criticism for making necessary but unpopular decisions.
- Have a demonstrated desire to learn about the Credit Union; its products and services, laws, and regulations that govern it; and the responsibilities of a Director.

Board Eligibility and Elections Process

To be eligible to serve on Clearwater's Board of Directors, candidates must agree to a background check and meet the following eligibility criteria:

- Must be eligible for Credit Union membership.
- Must be 18 years of age or older.
- Must qualify for bonding.
- Must have no felony convictions nor pending felony charges or convictions.
- Must have no delinquent credit obligations to the Credit Union.

If you intend to run for election, please complete and submit the following:

- Current Resume
- Nominating Statement and Biography Statement (300 words or less total)
- Candidate Certification
- Statement of Consent, Fraud, and Conflict of Interest Disclosures
- Disclosure Statement and Background Check Consent Form
- Nominating Petition (signed by at least 500 current Clearwater members)

Please return these forms by June 14, 2023, to:

Clearwater Credit Union
Attn: Marketing
3600 Brooks Street
Missoula, MT 59801

For questions call 406-523-3300 or email marketing@clearwatercreditunion.org.

Candidate Certification

Please carefully review the following qualifications below before you sign this certification.

Printed Name as you wish it shown on the ballot.

Qualifications

By signing below, I certify that:

- I will be at least 18 years of age on July 24, 2023;
- I am a Clearwater Credit Union member living or working within the Credit Union's current field of membership;
- I have no present obligations to the Credit Union, which are or will be delinquent more than one month on the date for close of nominations on June 14, 2023, or the date of the Annual Meeting July 24, 2023;
- I have never been refused bonding; and
- I have never been convicted of a felony or a crime involving dishonesty or breach of trust, nor are there any felony charges currently pending against me.

Financial Matters

I understand that service as an elected Board Member is voluntary, and that elected Board Members are not compensated for performing the duties of their elected office. As an elected Board Member, I understand and agree that all Clearwater loan applications I submit are subject to review and approval by the Board of Directors.

Commitment

By signing below, I certify that, if elected to this office, I will uphold the laws, rules, regulations, bylaws, and policies of this Credit Union, that I will serve faithfully through regular attendance at meetings, and that I will commit the necessary time and be available during evening and regular working hours as needed.

Agreement to Serve

Having read and understood the above description and qualifications for the office I am seeking, I certify that I am agreeable to nomination for this office and that, if elected, I will perform the duties and responsibilities of this office to the best of my ability.

Signature

Date

Statement of Consent, Fraud, and Conflict of Interest Disclosures

Each Director must sign both a *Statement of Consent* and a *Fraud & Conflict of Interest Disclosure* prior to their nomination to the full Board by the Governance Committee. This includes term renewals. The Governance Committee shall gather these documents prior to the nomination being approved by the Board of Directors. Signed *Statements of Consent* and *Fraud & Conflict of Interest Disclosures* shall be maintained by the Credit Union's SVP of People Solutions.

STATEMENT OF CONSENT FORM

POSITION TITLE: Director

I, the undersigned, fully understand and do hereby agree that if elected to the Clearwater Credit Union Board of Directors, I will conform to and abide by the following:

1. Always perform in a fiduciary manner.
2. Attend all regular and special meetings of the Board when notified, unless prevented by circumstances beyond my control (in which case I will notify the Chair in advance).
3. Participate to the best of my ability in the determination of Clearwater's, governing policies and other matters coming before the Board, give full attention to meeting Credit Union needs, and vote on all issues submitted or proposed for Board action.
4. Consider the business of the Credit Union and its members to be confidential in nature.
5. Give all assistance possible to my fellow Board members, appointed officers, and the Credit Union CEO in the discharge of the duties of their offices.
6. Place the welfare of the Credit Union as a matter of first importance. Disclose any conflict of interest to the Board and refrain from voting on issues related to such conflict, should I ever find myself under obligation to any other group or organization which may create such conflict with the Credit Union.
7. Attend the Credit Union's annual strategic planning retreat.
8. Continually seek to learn more about the Credit Union organization and its services, as well as my individual responsibilities as a Board member, by attending a minimum of twelve hours of training per year in addition to all Board meetings.

Printed Name

Date

Signature

FRAUD/CONFLICT OF INTEREST POLICY

Clearwater Credit Union considers any form of fraud or dishonesty on the part of its employees or volunteers as unacceptable conduct. Acts considered to be either fraudulent or dishonest include, but are not limited to:

- Misappropriation of funds.
- Manipulation of loan or saving accounts, documents, or other vital records.
- Unauthorized access to members' accounts unless it is during the course of normal business.
- Theft of any kind.
- Check/share draft kiting and/or excessive overdrafts.
- Forgeries.
- Unauthorized or unapproved salary advances or overtime reimbursement.
- Violation of Credit Union rules, internal controls, regulations, or procedures.
- Failing to secure collateral, to properly record a security interest in collateral or pledging a member's shares as collateral without that member's permission.

CONFLICT OF INTEREST

Clearwater Credit Union seeks to embody the highest ethical standards in its service to members and employment practices. Employees, Board of Directors, Committee members, agents, or attorneys of the Credit Union must disclose all potential conflicts of interest with any business, transaction, service, or confidential information of the Credit Union, including those in which they have been inadvertently placed due to either business or personal relationships with members, suppliers, business associates, or competitors of the Credit Union. Any offers or acceptances of anything of value over \$100.00 from anyone in connection with any business, transaction, service, or confidential information must be reported to the CEO immediately. Exceptions to this guideline include the following:

- When the acceptance is based on a family or personal relationship that exists independently of any business of the Credit Union,
- If the benefit is available to the general public under the same conditions on which it is available to the Credit Union official, or
- If the Credit Union would have paid the benefit as a reasonable business expense if it was not paid by the other person.

Failure to comply with the above guidelines may result in termination and possible legal action as outlined in the Bank Bribery Act of 1987.

I have read the above Fraud/Conflict of Interest Policy. I understand that management will not tolerate fraudulent or dishonest activities of any kind, and that I am not to engage in acts of fraud or dishonesty while employed or volunteering at Clearwater Credit Union.

Printed Name

Date

Signature

DISCLOSURE STATEMENT – CREDIT REPORT AND BACKGROUND CHECK CONSENT

By this document, Clearwater Federal Credit Union discloses to you that it will obtain a consumer credit report and a background check for volunteer selection purposes as part of our selection background investigation. We may also review your Clearwater account history as part of our selection practices, if applicable. You may obtain these background reports again at any time during your term of service. Please sign below to signify receipt of the foregoing disclosure and that you authorize Clearwater Federal Credit Union and all other agents the authority to complete these processes.

Printed Name

Address

Date of Birth

Social Security Number

Candidate Signature

Date

People Solutions

Date

Our People Solutions Department will retain completed Disclosure Statements in a secure location.

