



**clearwater**  
CREDIT UNION

# Board of Directors

**ELECTION NOMINATION PACKET**

[clearwatercreditunion.org](http://clearwatercreditunion.org)



## Board Responsibilities

The Board is expected to govern the general direction and control of the credit union by:

- Guiding the organization to fulfill its purpose.
- Setting the plans and policies which guide credit union affairs.
- Ensuring that those plans and policies are properly implemented.
- Adhering to the credit union's charter, bylaws, all applicable federal and state laws and regulations, and sound business practices.
- Always acting in the membership's best interest. In particular, the Board holds management accountable on behalf of members.

### We organize these responsibilities into five categories.

#### 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.

#### 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 successfully lead the credit union. 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.

#### Strategic & Financial Planning

The Board is responsible for working with the CEO and other staff to develop strategic plans, annual planning documents, and annual budgets. It is also responsible for monitoring the variances against these plans and budgets and providing ideas, feedback, and support to facilitate success in achieving key targets.

#### 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, and consumer protection compliance policies.

#### 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 act as positive credit union ambassadors.



## Board Qualifications

To serve on the Clearwater Board of Directors, you must exhibit the following qualities:

- Be a Credit Union member in good standing at the time Board service begins.
- Understand the expectation to attend all regular monthly and special meetings of the Board of Directors.
- 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 handle 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 a Director's responsibilities.

## Board Eligibility and Elections Process

To be eligible to serve on Clearwater's Board of Directors, you must:

- Be 18 years or older.
- Agree to a background check.
- Be eligible for Credit Union membership.
- Qualify for bonding.
- Have no felony convictions nor pending felony charges or convictions.
- Have no delinquent credit obligations to the Credit Union.

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

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

**Please return these forms by May 5, 2025, to:**

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

For questions, call 406-493-3322 or email [jasmine.farrar@clearwatercreditunion.org](mailto:jasmine.farrar@clearwatercreditunion.org).



## Candidate Certification

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

Petitioner Name \_\_\_\_\_

*(Please print as you wish it to be shown on a ballot)*

### Qualifications

By signing below, I certify that:

- I will be at least 18 years of age on May 5, 2025.
- 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 now or will be delinquent more than one month on the date nominations close on May 5, 2025, or the date of the Annual Meeting on June 17, 2025.
- I have never been refused bonding.
- 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 official is on a voluntary basis and that elected officials are not compensated for performing the duties of their elected office. I understand and agree that, as an elected official, all applications for loans submitted by myself 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 carry out the duties and responsibilities of this office to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Statement of Consent Disclosure

Each Director must sign this disclosure prior to their nomination to the full Board by the Governance Committee. This includes term renewals. The Governance Committee will gather this document prior to the Board of Directors approving the nomination. The Credit Union's SVP of People Solutions will retain this Disclosure.

### Position Title: Board Director

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

- Always perform in a fiduciary manner.
- 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 Board Chair in advance).
- 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 the needs of the Credit Union, and vote on all issues submitted or proposed for Board action.
- Consider the business of the Credit Union and its members to be confidential in nature.
- Give all assistance possible to my fellow Board members, appointed officers, and the CEO of the Credit Union in the discharge of the duties of their offices.
- 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.
- Attend the Credit Union's annual strategic planning retreat.
- Continually seek to learn more about the Credit Union 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.

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Printed Name

Date

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Signature



## Fraud and Conflict of Interest Disclosure

Each Director must sign this disclosure prior to their nomination to the full Board by the Governance Committee. This includes term renewals. The Governance Committee will gather this document prior to the Board of Directors approving the nomination. The Credit Union's SVP of People Solutions will retain this Disclosure.

### Fraud

Clearwater Credit Union considers any form of fraud or dishonesty on the part of its employees or volunteers as totally unacceptable conduct. Acts that are 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.
- Forgeries.
- Theft of any kind.
- Check/share draft kiting and/or excessive overdrafts.
- 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 Credit Union competitors.

Any offers or acceptance 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 Credit Union business,
- 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 the other person did not pay it.



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 and 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 by or volunteering at Clearwater Credit Union.

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Printed Name

Date

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Signature



# Credit Report and Background Check Consent

## Disclosure Statement

By this document, Clearwater 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. These background reports may be obtained again at any time during your term of service. Please sign below to signify receipt of the foregoing disclosure and to authorize Clearwater Credit Union, and agents operating on its behalf, the authority to complete these processes.

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Printed Name

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Address

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Date of Birth

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Social Security Number

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Petitioner Signature

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Date

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People Solution's Signature

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Date

**Clearwater Credit Union's People Solutions Department will retain complete disclosures in a secure location.**





# 2024 Board of Directors Nominating Petition

A minimum of 500 signatures of current Credit Union members is required.  
Please duplicate this page as needed.

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