



Orlando Federal Credit Union Board of Director Application

**Our commitment is to our Members.
You serve to make a difference.**

Current Orlando Federal Credit Union Statistics

- 230 million in Assets
- 24,700 members
- 7 Local Branches
- 5,500 Shared Branches
- 90 Employees





Board of Director Information

Have you ever wondered what it would be like to help run an organization with over 225 million in assets and over 24,000 members? Do you want to help others meet their financial goals? Are you looking for a way to use your skills and talents to give back to your community? Volunteer for the Orlando Federal Credit Union Board of Directors and be a vital part of major decision-making processes.

Volunteer To Make a Difference

As a member-owned financial cooperative, Orlando Federal Credit Union relies on member volunteers to serve on its Board of Directors and Supervisory Committee. Volunteers ensure financial soundness and guide strategic and policy decisions in a wide variety of areas including technology, branch deployment, product development, marketing and member service.

When you become an Orlando Federal Credit Union volunteer, you help us to continue to grow and respond to member needs. Volunteering also provides an exciting opportunity to learn, develop business and leadership skills, and network with others. As a Board of Director volunteer you are integral in the success of Orlando Federal Credit Union.

How To Apply For The Board of Directors

This package includes a description of the duties and responsibilities of Credit Union Board Members. Please review these guidelines to determine that you will be able to meet the demands of this volunteer position.

Our volunteer Nominating Committee will review your application. Please fill in the qualifications form (in 200 words or less, please) as you will want it published in our election announcement to the membership. (See the Qualifications Sample Format.)

Please also provide a brief statement of why you want to be a Credit Union Director. What is your current involvement with the Credit Union? What will you contribute if elected? What do you hope to accomplish? Use this to show how you would work with the other Directors and Management Team to benefit the membership. This will not be published, but will help the Nominating Committee in evaluating your ability to serve. Please drop off your application at any of our branch offices, or mail to:

Orlando Federal Credit Union
ATTN: Suzanne Weinstein, President/CEO
1117 South Westmoreland Drive Orlando, Florida 32805
Email: ofcusupport@orlandofcu.org
You may fax your signed application to 407-843-1501.

Your application must be received **NO LATER THAN 4:00 p.m. EST on Tuesday, January 15, 2019**, in order to be considered by the Nominating Committee.



Qualifications and statement of willingness to serve

Name:

Address:

Daytime Phone Number:

Email address:

Orlando Federal Credit Union Membership: Account #

Date opened (if known):

Current employment and position:

Motivation: *Attach a brief statement of why you wish to serve. Describe your current involvement, what you will contribute and what you hope to accomplish. Tell how you will work with the Board and Management to benefit the membership.*

Experience: *Attach a brief resume of credit union and community involvement, education, work experience and other qualifications pertinent to finance, accounting, economics and governance experience. (Please use 200 words or less.) Follow the attached sample format.*

Statement of Willingness to Serve:

I hereby agree to be considered for nomination for the Orlando Federal Credit Union's Board of Directors. I am able and willing to serve, if elected. I understand that my account will be reviewed to ascertain that I am a member in good standing of Orlando Federal Credit Union. I will uphold the Core Values of Orlando Federal Credit Union. I have not been prohibited by the National Credit Union Administration (NCUA) or any other financial institution regulator from working in any area of the financial industry. I certify that I have not been convicted of any criminal offense involving dishonesty or a breach of fiduciary duty. I authorize you to order a Consumer Credit Report at such time as you may require.

Signature _____

Date _____

PLEASE RETURN TO ORLANDO FEDERAL CREDIT UNION BY JANUARY 15, 2019



Qualifications Sample Format

John Ralph Kazinski III

U.S. Department of the Army, Senior Force Structure Analyst

Experience: Credit Union - Member since 1966. (List any voluntary positions served at this or any other credit union.) Employment - Various department assignments in the field of budget (list specifics). Currently serving as Senior Force Structure Analyst for HQDA G-3. Honors – Department of the Army Meritorious Awards, 1992, 1995 and 2004. Education - MBA George Washington University, 1980. BA Duke University 1977. Other - (List any related positions where you have served: hospital boards, school boards, civic association boards, charity positions, condo boards, etc.)

Jane Anne Charleston

Consultant, ABC Language and Arts Company

Experience: Credit Union - Member since 1984. (List any voluntary positions served at this or any other credit union.) Employment - Served with the Peace Corps, 1984-85; With the ABC Language and Arts Company since 1986. Honors - Employee of the year, 1994 & 2003. Education - BA in Communications, 1984. Other - (List any related positions where you have served: hospital boards, school boards, civic association boards, charity positions, condo boards, etc.)

PLEASE LIMIT QUALIFICATIONS TO 200 WORDS MAXIMUM.



Candidate Evaluation

As a potential candidate for the Board of Directors, we ask that you carefully consider the following issues. Please answer the questions as fully as possible and return them with your application.

- 1. Are you an active member, in good standing, of Orlando Federal Credit Union? Are you familiar with the products and services offered? What services do you use?**

- 2. Briefly describe your experience with basic finance and accounting practices, including the ability to read and understand the Credit Union's balance sheet and income statement and the ability to ask, as appropriate, substantive questions of management and auditors.**
For example: List financial education, training and professional experience that demonstrates the skills needed to evaluate the Credit Union's finances.

- 3. Is there any conflict of interest serving on the Board of Directors?**
Examples: Working for a title company used by Orlando Federal Credit Union; affiliated personally or professionally with an audit firm or vendor used by the Credit Union; family member/relative of a Board Member, employee, or vendor of the Credit Union.

- 4. Do you have adequate time available for Credit Union work?**
The Board of Directors meets for at least 2 hours at 8:00 a.m. on the last Wednesday of every month at the Credit Union's Westmoreland Drive, Orlando, Florida location. Additional requirements will include participation on various Board committees, the annual planning session, and the annual meeting.



Qualifications Sample Format

5. Do you currently serve as a volunteer director or committee member for Orlando Federal Credit Union? If yes, in what capacity do you serve?

6. Are you willing to uphold and honor the duties and responsibilities of a Credit Union Director?

Please refer to "A Few Guidelines for Credit Union Directors" included in this package. The Credit Union has several handbooks that you may borrow. The Orlando Federal Credit Union Core Values are enclosed with this nomination package. All Orlando Federal Credit Union Team Members and volunteers must be committed to upholding these values.

7. Are you eligible to be bonded? All Orlando Federal Credit Union Directors are bonded through the CUNA Mutual Insurance Society.

8. Can you be tactful in discussing controversial matters?

9. Can you refrain from discussing confidential matters outside the Boardroom?



Orlando Federal Credit Union Core Values

Orlando Federal Credit Union seeks to create a friendly working environment staffed with enthusiastic and knowledgeable personnel where our core values will be evident in everything that we do.

INTEGRITY

We show Integrity by

- Being honest and trustworthy
- Following through on promises
- Taking ownership of good and bad
- Accepting responsibility for actions taken
- Always doing the right thing

TRUST

We show Trust by

- Empowering our Team Members
- Being open to new ideas
- Maintaining confidentiality
- Sharing energy and creativity
- Maintaining open lines of communication

COMMITMENT

We show Commitment by

- Exhausting all possibilities in an effort to achieve service excellence
- Taking initiative
- Carrying on under difficult circumstances
- Making training a priority
- Working as a team to achieve common goals

RESPECT

We show Respect by

- Treating others as we would like to be treated
- Appreciating differences and celebrating diversity
- Demonstrating kindness and thoughtfulness
- Listening attentively and striving to understand
- Creating a sense of community



Guidelines for Credit Union Directors

Believe in, save in, and borrow from your Credit Union.

A Director who does not use his credit union's services cannot adequately evaluate or improve the credit union's services. In addition, Directors must have unquestionable personal finances.

Believe in the credit union movement.

A Director should desire to work with other credit unions through the cooperative associations at the state and national level.

Take the time necessary to prepare for, attend and participate in all Board meetings and Committee meetings.

An unprepared Director is the same as an empty chair and is of no use to the credit union.

Be prepared and informed.

Study the issues and become knowledgeable before it is time to make a decision.

Obtain, read and keep for reference a copy of the Federal Credit Union Act.

This is the Act under which your credit union is chartered and which, along with the credit union's bylaws, determines the course of many actions the Board must consider. (http://www.ncua.gov/RegulationsOpinionsLaws/fcu_act/fcu_act.pdf)

Make an effort to understand the economic and social environment in which the credit union operates.

Be qualified to make decisions in the overall interest of the credit union and its members. Take part in educational programs or courses that improve a Director's ability to make decisions.

Cultivate skills in the art of communication in order to better relate to others.

Produce desired results through discussion, persuasion and not manipulation.

Listen to other points of view, allowing all members of the Board to express themselves.

Encourage those Directors who may not speak out freely to discuss issues so that decisions can be made after all viewpoints have been heard.

Base your decisions on facts and experience.

Avoid special interest groups, remembering that a Director's responsibility is to the membership as a whole. A Director should be compassionate to member needs and work to insure the credit union's ability to serve its members in the future.

Work in cooperation with all other Board Members and support majority decisions; help the Board to mature as a group.

This is best done when all members of the Board are willing to work toward consensus decisions.

Neither expect nor accept any personal favors or special treatment.

A Credit Union Director is required to exercise and exhibit absolute integrity. Any special consideration, such as discounted rates or fees, will be considered compensation and will be in conflict with the Director's volunteer status.

Provide direction to the credit union.

Address the major opportunities and problems facing the Credit Union, but not administrative issues and operational tasks better assigned to Management. A Director has a say in the Credit Union only through the decision-making process employed by the Board of Directors and should never try to instruct or correct any member of the Credit Union staff except through the Board Chairman and President/CEO; the Board has only one direct employee.

Be willing to accept and adapt to change.

Welcome new ideas that will contribute to the success of the Credit Union. Be imaginative.



Guidelines for Credit Union Directors (continued)

Directors must be courageous when difficult decisions face the Board.

Timid leadership is not leadership at all. Never be influenced to support or defeat an issue before considering all of the facts in making a careful decision.

Be willing to back decisions with the resources necessary for the best possible Credit Union service for the members.

Money for facilities, personnel, training, and equipment is crucial to the long-term interests of the membership as a whole. Never sacrifice the credit union's future by failing to provide for adequate capitalization.

Maintain the confidentiality of information and discussions of the Board of Directors and its Committees.

Never discuss confidential Credit Union business outside of the Board room.

Accept the job seriously.

A Director is accountable for the success or failure of the Credit Union by the members, the credit union movement, the insurers and the law.

Every Director should understand the need for credit union planning, and the Board should act to make certain that Management joins the Board in a process that creates a workable plan for the future.

This plan should contain strategic objectives and long and short-range goals that are appropriately assigned, followed through to completion and evaluated for results. The Board is accountable for evaluating the performance of the President/CEO.

Directors should be committed to keeping a clear and meaningful record of all decisions. All elected officials should be familiar with Credit Union policies.

The Orlando Federal Credit Union Policy Manual is available online for review by all Board Members.

Make certain that a workable system is in place for involving more members in the elected leadership of the Credit Union.

A Board cannot be effective if it encounters the turmoil of heavy turnover or stagnation as a result of no turnover.

Never wait for someone else to explain what to do as a Board Member.

If there is a question, it is every Director's responsibility to get an answer from a reliable source. The members expect a Director to display initiative.