

Title:

DIRECTOR

Reports to:

Credit Union Members

Supervises:

President/CEO



OVERVIEW

The Board of Directors is responsible for guiding and overseeing the general direction and affairs of the Credit Union. Director responsibilities include safeguarding member funds, reviewing and approving policies and strategic planning. Directors are also responsible for selecting and reviewing the President/CEO's performance in achieving goals and objectives, and reporting to the members at the annual meeting.

RESPONSIBILITIES

The Director carries out their responsibilities in the following manner. A Director:

- Ensures the Credit Union maintains a sound financial condition and that adequate systems and procedures are in place to protect the Credit Union's assets and minimize losses from unauthorized or illegal acts.
- Ensures the Credit Union adheres to pertinent laws, regulations, and sound business practices.
- Defines the scope of the President/CEO position, hires a qualified candidate and annually reviews their performance in achieving goals and objectives.
- Works with the President/CEO to develop the Credit Union's Strategic Plan including short and long term objectives.
- Upholds the Credit Union's Mission, Vision and Shared Values.
- Fosters, cultivates, and preserves a culture of diversity, equity, and inclusion at Rivermark Community Credit Union.
- Reviews the Credit Union's budget.
- As policy dictates, either directly or through delegation to the President/CEO, establishes and approves policies for Credit Union programs and activities.
- Appoints the Credit Union's Audit Committee and Associate Directors.
- Participates in standing or ad-hoc committees as appointed by the Board Chair.
- Adheres to the Rivermark Credit Union Officials Code of Ethics and Business Conduct Policy.
- Reports to members at the annual meeting of the membership for accountability and transparency (usually delegated to Board Chair).
- Adheres to attendance requirements as dictated by board policy and actively and meaningfully participates in:
 - > All meetings of the board (once per month, in person encouraged with a virtual option).
 - > All meetings of the committee(s) to which they are appointed (approximately once per month per committee, virtually).
 - > Planning Sessions (one local all-day and one regional two-day session per year)
 - > The annual membership meeting (once per year).
- Completes annually training and professional development as required by board policy:
 - > Eight (8) hours, minimum, of continuing education
 - > Two (2) hours, minimum, of DEI-related learnings
 - > Harassment training
 - > BSA and OFAC training

ELIBILITY CRITERIA

- Be a member of the Credit Union, and of legal age;
- Satisfy any bonding requirements of the Credit Union;
- Agree to the terms of and meet the requirements of the Credit Union’s Code of Ethics Policy;
- Not be employed by the Credit Union or any subsidiary during the past three years;
- Not have defaulted on an obligation with the Credit Union or caused a loss to the Credit Union; and
- Otherwise qualify to serve on the Board of Directors in accordance with the Oregon Credit Union Act.

KNOWLEDGE, SKILLS & ABILITIES

- *Effective Communication*: contributes to the group in a positive and effective manner; thoughtfully conveys ideas, opinions, and questions; and has the courage to voice dissent or express support as a member of the team.
- *General Intelligence*: thinks strategically and broadly; has experience applying sound judgment and critical thinking toward complex ideas for the interests of a group, not themselves; has the ability to process feedback and use it to improve performance; ability to interpret financial data.
- *History of Success*: has demonstrated success in past personal, professional or educational pursuits with evidence of behaviors beneficial to the interests of the members.
- *Committed Leader*: is disposed to service; has the desire to commit substantial time to serving the membership including the ability and desire to devote the necessary time and energy to equip themselves with skills and information needed for the role of an Official; readily puts the interests of the membership first; has the ability to publicly support a decision with which they privately disagreed.
- *Independence*: accepts input from diverse sources and acts in the best interests of the membership as a whole; thinks critically about the issues at hand and formulates dispassionate conclusions.
- *Advocate*: believes in the purpose and future of credit unions and is an enthusiastic supporter and spokesperson for Rivermark Community Credit Union.
- *Lived Experience*: The Board welcomes and encourages unique perspectives, knowledge and experience based on intersecting identities, history and understanding beyond professional and educational experience.

ELECTION

The election to the Board of Directors will be conducted prior to or at the annual meeting of members by the voting method established by the Board for elections. All elections shall be determined by a majority of the members voting in that election. In the event of a tie vote, the Board Chair will conduct a reasonable run-off election in accordance with Board election guidelines.

TERMS

Regular terms of office for Directors shall be for periods of three (3) years; provided that directors shall hold office until the election and qualification of their successors. The regular terms shall be so fixed, upon any increase or decrease in the number of directors, so that approximately an equal number of regular terms shall expire at each annual meeting. Each regular term begins the month following the Director’s election at the Credit Union’s Annual Meeting.

COMPENSATION & EXPENSES

The Board has established a compensation policy to provide reasonable compensation for its Board of Directors, Associate Directors and Audit Committee as allowed by Oregon law and the Credit Union's Bylaws. Information related to this program can be found within the *Officials Compensation Policy* and on the Credit Union’s website. Officials shall be allowed necessary reimbursement of expenses incurred during the performance of their duties or incidental to performing their duties, as outlined in the *Officials’ Expense Policy*.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the above position description and understand duties and tasks set forth herein.

Printed Name _____

Signed _____

Date _____