



July 7, 2025

RE: Board of Directors Interest

Dear Rivermark Community Credit Union Member:

Thank you for your interest in running for the Board of Directors of Rivermark Community Credit Union in 2025! Rivermark Bylaws allow candidates to be placed on the ballot by the Nominating Committee or by petition.

The amount of time each Board member devotes to Board work varies depending on leadership positions held, committee participation, current projects, and continuing education. Directors are expected to actively and meaningfully participate in Board meetings by preparing in advance for the meeting and regularly attending. There are typically twelve board meetings per year. They are currently scheduled the third Wednesday evening of each month. Meetings are typically held in person at Rivermark's headquarters in Oregon City. Virtual connection options are also available, however in person attendance is preferred. A Board packet is distributed prior to the meeting for review. Committee work and meetings tend to be less predictable, so some flexibility in your schedule is required. New Board members are required to participate in an onboarding program, to help bring them up to speed on Rivermark's history, ideology and strategy, our operating environment, and role as a Board member.

OPTION A: APPLYING VIA THE NOMINATING COMMITTEE

If you choose to have the Nominating Committee consider your request to be a candidate, please complete the steps outlined below:

STEP 1: Review the reference materials included on the Credit Union's website (*Rivermark / Discover / Leadership / Interested in Serving as an Official*):

- ☐ Governance Overview & Position Descriptions
- ☐ Code of Ethics

STEP 2: Complete the online application, including attaching a resume detailing your education & employment history.

- ***Application Deadline:*** The online application must be submitted no later than **5:00 pm on Tuesday, September 30, 2025.**

Once your application is received, we will send you an authorization form via email, requesting your permission to procure a criminal background check; this will require your electronic signature.

WITH US YOU CAN

OPTION B: SUBMITTING A PETITION

If you choose to submit a petition, please complete the following steps:

- STEP 1: Use the Petition Signature Form to record the signatures of *at least* one percent (1%) of the total membership who support you as a candidate for a position on the Board of Directors. Petitions must include all of the requested information for each *member* supporting your candidacy. Joint owners and co-borrowers are not eligible to sign the petition.
- **Please Note:** The total membership reported for this election cycle is 179,805 thus the minimum signatures required is 1,798.
- STEP 2: Your petition, consisting of the following documents, should be returned to any Rivermark Community Credit Union branch or mailed to Rivermark Community Credit Union; Attn: Board Nominating Committee; 14405 Meyers Road, Oregon City, OR 97045.
- ☐ Completed Petition Signature Forms – print extra copies as needed
 - ☐ Signed *Officials’ Code of Ethics & Business Conduct Policy*
 - ☐ Signed *Director Agreement to Serve*
 - ☐ Signed *Director Position Description*
 - ☐ Copy of your resume detailing your employment history (Employer; City, State, Country; Position; Dates Employed; and Reason for Leaving), as well as other relevant professional activities and affiliations.
 - **Petition Deadline:** All documents must be *received* in one package no later than **January 15, 2026**.
- STEP 3: Once your petition is received, we will send you an authorization form via email, requesting your permission to procure a criminal background check; this will require your electronic signature.

The petition signatures will be verified and the Nominating Committee will notify you in February describing your status as a candidate by petition.

IN CLOSING

Thank you. As a member-owner of Rivermark, we are grateful you are considering leveraging your time, expertise, and unique lived experiences to make our financial cooperative stronger.

If you have questions regarding this process, please contact Lexie Sabagh at lsabagh@rivermarkcu.org

Sincerely,

Jake Jensen

Rivermark Community Credit Union | **Board of Directors & Nominating Committee Chair**