

## POSITION DESCRIPTION



**Title:** Board Director  
**Status:** Volunteer  
**Reports to:** Members  
**Supervises:** President/CEO  
**Last Updated:** July 2018

**Primary Function:** The role of the volunteer position is to set policy, plan the CU's course, make sure the CU maintains its sound financial condition, keep communication open, educate members about services, review the President/CEO's progress in achieving goals and objectives, and report to the members at the annual meeting.

### Specific duties:

1. Work with the President/CEO and the board to develop the strategic plan and goals for the CU.
2. Ensure the CU adheres to pertinent laws, regulations, and sound business practices.
3. Ensure the CU maintains sound financial conditions and that the CU's assets are protected against unauthorized or illegal acts.
4. Establish or approve policies for critical CU programs and activities.
5. Approve new products and services.
6. Approve the CU budget.
7. Hire the President/CEO, define the scope of the CEO's job, and review progress in attaining goals and objectives.
8. Attend board meetings, participate in one or more committees, exercise judgement independently from the President/CEO, and report to the members at the annual meeting.
9. Be available via email, phone, or in person as needed by the President/CEO or other board members.
10. Other duties as assigned.

### Estimated Annual time commitment:

Attend monthly board meetings (held the 3rd Tuesday of the month)	33 hours
Attend designated committee meetings	12 hours
Annual meeting (held in March)	3 hours
Strategic Planning Meeting (in October, Friday evening through Sunday noon)	14 hours
Board Training	6 hours