

# **CASE Credit Union**

## **Board of Directors – Nominations by Petition**

Nominations for CASE Credit Union's Board of Director positions, must be made by petition and filed with CASE Credit Union's President/CEO, at 4316 S. Pennsylvania Ave., Lansing, MI 48910 no later than March 15, 2021.

The 2021 Annual Meeting is set for Tuesday, June 15, 2021.

You may obtain petition forms for this purpose by inquiring with any CASE Branch Manager. The petition must nominate a CASE member at least 18 years of age and meet the following criteria:

1. Is a member in good standing as established by the credit union Board of Directors
2. Is bondable at any company licensed to do business in this state
3. Has not been removed as a director, officer, or employee of a financial institution by a federal regulator, a state regulator other than the commissioner, or a court of competent jurisdiction
4. Has not been removed as a director, officer, or employee of a credit union, financial institution, or other legal entity pursuant to the commission's enforcement powers under the laws of this state
5. Has not been convicted within the preceding 20 years of a crime involving dishonesty or breach of trust
6. Has not been habitually negligent in paying his/her financial obligations as determined by the credit union board
7. Has not been convicted by a court of competent jurisdiction or the commissioner of a violation, or found in violation of any law of this state enforced or administered by the commissioner
8. Has no conflict of interest and must agree, if appointed, that she/he will remove any conflict of interest to the board's satisfaction



## Application to serve as a volunteer at CASE Credit Union

We are an Equal Opportunity Employer to the full extent of all applicable laws and do not discriminate on the basis of race, color, religion, national origin, sex, age or disability.

### Applicant's Information

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Apt. # City State Zip Code

Home Phone ( ) Cell Phone ( )

Email Address \_\_\_\_\_

Please summarize any skills, hobbies or specialized training, etc. that you feel are related to the desired position:

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### Acknowledgements

Application Status I understand that this application is current for only 6 months. At the conclusion of this time, if I still wish to be considered for a volunteer position, I will request an extension of another 6 months.

Information Release My signature below will authorize CASE Credit Union to perform a "Background Check" to obtain information related to my serving as a volunteer at CASE Credit Union.

\_\_\_\_\_  
Signature of Volunteer Candidate Date

\_\_\_\_\_  
Signature of Human Resources Date

We wish to express our appreciation to you for considering CASE Credit Union as a place to volunteer your service.



# CASE Credit Union

## Official Board of Directors Nomination Form

Nominations for CASE Credit Union's Board of Directors require 125 valid member signatures. Signatures must be collected on the Official Board of Directors Nomination Form. Deadline for submission is March 15, 2021. Please submit your completed nominations forms to: CEO, CASE Credit Union, P.O. Box 22158 Lansing, MI 48909-2158.

	MEMBER NAME	MEMBER NUMBER	MEMBER SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____

# **CASE Credit Union Board of Directors**

## **Description of Duties, Responsibilities & Qualifications**

### **Reporting Responsibilities**

This position reports to the general membership and supervises the Chief Executive Officer.

### **Primary Duties and Responsibilities**

Maintains the general direction and control of the credit union. This includes guiding the organization to fulfill its purpose; setting all policies that guide the affairs of the credit union; following the credit union charter, bylaws, all applicable federal and state laws, sound business practices and assuring the well-being of the credit union's membership.

### **Specific Duties and Responsibilities**

- Attends all regular and special meetings of the Board of Directors, which meets a minimum of nine (9) times a year.
- As policy dictates, determines and declares dividend rates, terms, maximum share limits, and classes of shares.
- As policy dictates, determines the rates, maturities, loans granted by the credit union.
- Determines policies relating to the granting and appropriate collectible loans.
- Authorizes the appropriate deposit and investment of funds.
- Amends the credit union bylaws, subject to the supervising authority, as appropriate.
- Hires, fixes duties and compensation, and evaluates the performance of Chief Executive Officer.
- Appoints an Executive Committee of not fewer than three directors to act and report on any matter or specifically delegated functions authorized by regulation.
- Responsible for making or causing to be made, all appropriate audits and checks, and ensures proper functioning of the credit union.
- As required by law and regulation, performs or delegates the duties of the credit committee, which is responsible for appointing loan officers and acting on loans, extensions and releases of collateral (see bylaws).
- Appoints Credit Union Officers and committees as necessary.
- Determines the surety bond needs of the credit union at least annually and ensures that appropriate persons are bonded in accordance with applicable laws and regulations.
- Evaluates and determines security needs and establishes a records retention program.
- Delegate Membership Officers to act on all membership applications.
- Maintains all business affairs and affairs of its members in a confidential manner and refrains from any relationship that would create conflict of interest with regard to the credit union.
- Fills vacancies on the Board of Directors.
- Acts as a positive ambassador for the credit union and its services.
- Holds or causes to be held an annual meeting of the membership and presents a report of the Board of Directors' activities.

