



**2017 Volunteer Application Packet**  
Providence Federal Credit Union





Dear Valued Member,

Thank you for your interest in serving on Providence Federal Credit Union's Board! You'll find all the necessary forms and information in this packet to run for the Board. Being on the Board is a wonderful opportunity to be part of the decision-making process for the Credit Union. You'll be contributing your knowledge and experiences to help guide the Credit Union in the right direction for our membership.

Our Board of Directors are members who volunteer their time without pay and elected by the Credit Union's membership. Each year the Board appoints a Nominating Committee to seek nominees for open Board positions. To run for the Board you are required to be: a member of Providence Federal Credit Union (PFCU) in good standing, actively participating in self-study training programs, and an attendee to at least one credit union-paid educational/training conference during the 3-year term.

PFCU members interested in being nominated to be on the Board must do one of the following:

1. Complete the attached "Prospective Board or Committee Member Questionnaire", and include an introductory letter to the Nominating Committee. Please submit the completed questionnaire and cover letter to any of our branches or mail to:

**Providence Federal Credit Union**  
**ATTN: Nominating Committee**  
**6400 SE Lake Road, Suite 125, Milwaukie, OR 97222**

The Nominating Committee will also review your application for consideration of filling future openings on the Credit Union's Board of Directors.

- OR -

2. Submit a petition signed by 1% (inquire for exact number) of the Credit Union's membership and complete a "Prospective Board or Committee Member Questionnaire". **Completed petitions must be received by Friday, February 3, 2017 to be qualified for nomination.**

All nominees will be listed on the ballot and mailed in early March to the membership. Results are announced at the Credit Union's Annual Meeting in April.

If you have any questions about this process or the forms, you may write to the Nominating Committee or email them at [boardelections@providencecu.org](mailto:boardelections@providencecu.org). Thank you!

Sincerely,  
**Providence Federal Credit Union**

*Attachments*



5. **Are you prepared and committed to contribute at least 3.5 hours a month prior to each monthly Board meetings which includes time to familiarize yourself with the materials – Board packets, financials, business decisions, policies and procedures, etc.? How?**
  
6. **Ongoing board and committee training and education are an essential component of possessing the necessary foundation and knowledge to be a good Credit Union board member. Are you willing to actively participate in self-study training programs, occasional seminars, and attend one credit union-paid educational conference (i.e. NWCUA Educational Conference, CU Conference or CU Directors conference) at least one time during your 3-year term?**

If you are selected as a nominee for a 3-year term on Providence Federal Credit Union’s Board of Directors, this is the anticipated timeline for elections:

- Dec. 2        The slate of nominees is determined and approved by the Nominating Committee. Nominees’ bios must be submitted by Friday, December 2<sup>nd</sup>.
  
- Jan. 6        List of nominees’ names along with Annual Meeting information is mailed in quarterly statements. This notice also includes information that nominees can be added to the list of candidates with a petition signed up by 1% of membership.
  
- Jan. 9        Members receive their quarterly statements.
  
- Feb. 3        Petition deadline.
  
- Mar. 1        Members receive ballots in the mail/inbox and have until March 31<sup>st</sup> to vote.
  
- Mar. 31      Voting ends. All ballots must be returned/submitted and postmarked by March 31<sup>st</sup> to be valid.
  
- TBD          Election results are announced at the Credit Union’s Annual Meeting in April.
  
- TBD          Newly-elected board members will be seated with the full Board for their first Board Meeting at 3 pm – Location TBD. Election of table officers (Board Chair, Vice Chair, and Secretary) will be the first order of business. Board meetings are typically from 3 pm – 5 pm on the third Wednesday of every month.

*By my signature below, I certify that I am agreeable to nomination and will serve if elected to office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



Petition for Nomination to  
Providence Federal Credit Union’s Board of Directors

**Name of member seeking nomination:**

**Requirements:**

1. Prospective nominee must be a current primary member of Providence Federal Credit Union (with a minimum \$5 share – type 01, 10 or 20) and meet applicable eligibility requirements as defined in the Credit Union’s Bylaws & Board Policies. Contact the Credit Union for details.
2. The Petition must be signed by 1% of the Credit Union’s members for nomination. Contact the Credit Union for current figure.
3. Once the petition has been completed with the required number of signatures, it must be returned along with the completed “Board Nominee Interview Questionnaire” to a branch or via mail (address on cover letter).
4. Membership and signatures of signers will be verified.

*By signing below, I affirm that I am a current member of Providence Federal Credit Union and support the nomination of the individual named above to the Credit Union’s Board of Directors.*

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*By signing below, I affirm that I am a current member of Providence Federal Credit Union and support the nomination of the individual named above to the Credit Union's Board of Directors.*

**NAME OF MEMBER (please print)**

**SIGNATURE**

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**NAME OF MEMBER (please print)**

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**NAME OF MEMBER (please print)**

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