



Providence
FEDERAL CREDIT UNION

2023 Volunteer Application Packet





Hello!

We appreciate your interest in volunteering for Providence Federal Credit Union (PFCU)! In this packet you will find all the information needed to complete the necessary forms, as well as a list of important dates to remember. Being a volunteer is a fantastic opportunity for members to play a role in helping to decide the short- and long-term directions for the Credit Union and its membership.

To be a volunteer, you must:

- be a member of PFCU in good standing.
- be at least 18 years old.
- be bondable by the Credit Union's fidelity bond company.
- authorize a criminal background check as well as a credit check.
- attend a minimum of one (1) meeting per month – time varies based on volunteer role.
- actively participate in self-study training programs as needed based on volunteer role.

If you are interested in being nominated for the role of a Board of Director, please perform the following:

- 1 Submit a petition signed by 162 PFCU members (1% of the PFCU membership).
- 2 Complete the attached *Prospective Volunteer Questionnaire*.
- 3 Send the completed signature petition form and questionnaire via email to volunteer@providencecu.org, visit any of our locations, or mail to the following address no later than March 24, 2023:

Providence Federal Credit Union
ATTN: Volunteer Opportunities
6400 SE Lake Road, Suite 125
Milwaukie, OR 97222

If you have any questions regarding this process or the forms, please contact either the Board of Directors or the Nominating Committee at volunteer@providencecu.org. Again, thank you for your interest!

Sincerely,

Providence Federal Credit Union

Attachments



Prospective Volunteer Questionnaire

Your Name: _____

What volunteer role interests you? () Board of Directors () Supervisory Committee

1. Please tell us a little about where you work, your current position, your job and/or volunteer experience(s), and how they would help benefit Providence Federal Credit Union (PFCU).

2. Do you have prior experience working as a Board of Director or Audit/Supervisory Committee? If so, please describe the experience.

3. Explain how well you know what a credit union is (i.e. services, structure, not-for-profit cooperative, etc.)? Are you a member of any other credit unions other than PFCU?

4. Why are you interested in volunteering to be on the Board or Audit/Supervisory Committee of PFCU?

5. Are you prepared and committed to contribute at least 1 hour a month prior to each monthly meeting which includes time to familiarize yourself with the materials provided? This may include a Board packet, financials, business decisions, policies/procedures, Internal Audit Reports etc. Please explain.

6. Ongoing volunteer training and education are an essential component of possessing the necessary foundation and knowledge to be a good PFCU volunteer. Are you willing to actively participate in self-study training programs, occasional seminars, and if available, attend one Credit Union-paid educational conference at least one time during your 3-year term? Please explain.

Dates to Remember

If you are selected as a nominee for a 3-year term on PFCU’s Board of Directors, then the anticipated timeline for elections are as follows:

- | | |
|------------|--|
| 12/2022 | The slate of nominees is determined and approved by the Nominating Committee. Nominees’ bios must be submitted by December 2,2022. |
| 01/03/2023 | List of nominees’ names along with Annual Meeting information are mailed in the quarterly statements or separate direct mailer. This notice also includes information that nominees can be added to the list of candidates with a petition signed by 1% of membership. |
| 02/15/2023 | Petition deadline. |
| 03/15/2023 | Members receive notification to vote, if applicable. |
| 04/21/2023 | Voting ends. |
| 04/26/2023 | Election results announced at the Credit Union’s 60 th Annual Meeting, Wednesday, April 26 th . |
| 04/26/2023 | Newly elected board members will be seated with the full Board for their first Board meeting immediately after the Annual Meeting in-person. Election of table officers (Board Chair, Vice Chair, and Secretary) will be the first order of business. Board meetings are typically from 3pm – 5pm on the third Wednesday of every month. |

I certify that all information entered on this form is true and correct to the best of my knowledge. Additionally, I understand that to become a volunteer, I must authorize and pass a credit and bondability checks. By signing below, I authorize Providence Federal Credit Union to perform the above tasks to determine my eligibility to serve as a volunteer.

Printed Name: _____

Signature: _____ Date: _____

PLEASE ATTACH A BRIEF BIO FOR CREDIT UNION RECORDS.



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

Name of member seeking nomination:

Volunteer 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% (155) of the Credit Union’s members for nomination.
3. Once the petition has been completed with the required number of signatures, it must be returned along with the completed *Prospective Volunteer Questionnaire* via email, branch, or mail (see cover letter for contact information).
4. Membership and signatures of signers will be verified.

Signed Petition:

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

CONTACT PHONE #

1.	_____	_____
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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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NAME OF MEMBER (please print)

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NAME OF MEMBER (please print)

SIGNATURE

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