

Board Director & Audit Committee Member

Introduction

HAPO's Nominating Committee welcomes resumes and letters of interest from qualified members of HAPO Community Credit Union who are interested in consideration for nomination for election to HAPO's Board of Directors or Audit Committee. The deadline for submission is November 30th prior to the scheduled Annual Meeting of Members which usually occurs in April of each year. Please reference HAPO's website for the Annual Meeting of Members meeting date. To submit your resume and letter of interest for consideration by the Nominating Committee, please email it to:

NominatingCommittee@hapo.org

Board Director & Audit Committee Member

Role, Qualifications, & Position Requirements

The Role of the Board of Directors

The Board of Directors maintains the general direction and control of the credit union. This includes guiding the organization to fulfill its purpose; setting policies which guide the affairs of the credit union; and ensuring that those policies are properly implemented by following the credit union charter, bylaws, all applicable federal and state laws, sound business practices, and the membership's desires.

The Board consists of five (5) to nine (9) and members elected to serve one, two or three-year terms. There are currently ten (10) meetings a year, with at least one of these meetings held in each calendar quarter, and an annual strategic planning retreat. Additional special meetings are called throughout the year as needed. Officers include the Chair, Vice-Chair, Secretary, and Treasurer. As a member of the Board, you may be asked to also serve on Board committees or elected to the Audit Committee. Committees provide input and help guide the policies of HAPO Community Credit Union (HAPO).

The Role of the Audit Committee

The primary functions of the Audit Committee are to direct internal audit activities designed to determine whether corporate records are prepared accurately; verify whether internal controls, policies and procedures are maintained and followed; and monitor performance to ensure that elected officials are carrying out the duties for which they are responsible.

The Audit Committee shall consist of a minimum of three (3) and no more than five (5) individuals who shall be members of the Credit Union, and members elected to serve one, two or three-year terms. No more than two members of the Credit Union's Audit Committee may also be a member of the Board. No Credit Union officer or employee may serve on the Audit Committee. No member of the Audit Committee may serve on the Credit or Investment Committee, if applicable, while serving on the Audit Committee. The Chairperson of the Audit Committee may not serve as a Board Officer.

Qualification Requirements

- Be a member of the Credit Union for 18 months and eligible to vote on membership matters before taking office.
- Satisfy any bonding requirements of the Credit Union.
- Agree to and comply with the terms of the Credit Union's Code of Ethics Policy.
- Not be an immediate family member of an employee of the Credit Union. For purposes of this requirement, an immediate family member shall be limited to parents, siblings, and children of an employee.
- Not have been employed by the Credit Union or any subsidiary during the past five (5) years.

Board Director & Audit Committee Member

Role, Qualifications, & Position Requirements

Position Requirements

A Director must demonstrate the ability to:

- Attend all scheduled meetings of the Board of Directors and/or Audit Committee and annual strategic planning session. Current regular board meetings are at 10:00 AM the 4th Wednesday of the month.
- Complete Board and/or Audit Committee Fundamental Education courses.
- Approve policies necessary for the operation of the credit union.
- Amend the credit union bylaws, subject to the supervising authority, as appropriate.
- Hire, set compensation, and evaluate performance of the CEO.
- Make and continue HAPO is your personal primary financial institution.
- Approves annual budget and strategic plan.
- Approve regulatory required credit union officers.
- Reviews and approves the Fidelity Bond needs of the credit union at least annually and ensure that appropriate amounts of coverages are obtained.
- Maintain all business affairs and affairs of the members in a confidential manner and refrain from any relationship which would create conflict of interest regarding the credit union.
- Fill vacancies on the Board.
- Act as a positive ambassador for the credit union, its services, and the importance of credit unions as a viable alternative to for-profit banks.
- Hold or cause to be held an annual meeting of the membership. Present a report of the Board of Directors' activities.
- Acknowledge, sign and accept HAPO's Code of Ethics and Confidentiality Policies.

An Audit Committee Member must demonstrate the ability to:

- Review and approve Annual Internal Audit Risk-Based Audit Plan.
- Attend all scheduled meetings of the Audit Committee and annual strategic planning session. Current regular audit meetings are at 10:00 AM the 3rd Wednesday of the month.
- Acknowledge and accept HAPO's Code of Ethics and Confidentiality Policies.
- Work with Internal Audit to:
 - Confirm that appropriate internal controls are developed, implemented, and consistently followed in accordance with established credit union policies and procedures.
 - Determine compliance with applicable federal, state, and local laws and regulations as they apply to credit union operations.
 - Hire an auditing firm to assist the committee in carrying out its duties.
- Maintain confidentiality in dealing with member questions/concerns regarding credit union operations, reaching resolutions as appropriate.
- Receive and respond to whistleblower complaints.
- Submit reports on the committee's activities for the Board and membership, and act as the primary liaison with internal auditing staff hired to assist the committee.
- Submit reports of audit results to the Board of Directors and the membership and ensure appropriate and timely resolution of any exception noted in the report.
- Monitor the activities of the Board of Directors through attendance and/or regular review of meeting minutes.
- Suspend any director, if necessary, in accordance with applicable regulations and credit union policies.
- Call for special meetings of the membership as needed in accordance with applicable regulations

Board of Directors & Audit Committee Member

Application

How to Apply

New applicants must complete and submit the following materials to the Nominating Committee. Incumbent members need to submit a signed Application and the Supplemental Questionnaire

- Resume
- Application and Statement of Consent for desired position. As part of your Application please answer the questions below.
 - Describe your contributions as a Director/Audit Committee Member on Boards you have previously served.
 - If nominated, what would you hope to accomplish during your term?
 - What is your knowledge on credit union issues and the latest trends in financial services?
 - When serving on other Boards, what was your attendance record? Please explain. Three (3) personal references If employed, an employer reference is required.
 - Applications are only used for the current year election.

Completed materials must be returned to HAPO Nominating Committee:

Email: NominatingCommittee@hapo.org

Board Director & Audit Committee Member

Application

Application and Statement of Consent

Name: _____
Address: _____
City: _____ Zip: _____ State: _____
Phone: _____ Email: _____

Statement of Consent

I understand and agree that if elected, I will:

- Attend scheduled meetings and the annual strategic planning session as required of my position, unless prevented by circumstances beyond my control. If elected to the Audit Committee, I will attend Audit Committee meetings unless prevented by circumstances beyond my control.
- Maintain a HAPO Community Credit Union account and keep it in good standing.
- Participate to the best of my ability in determining policies, actions, and other matters brought before the Board and give full attention to issues and responsibilities of my position.
- Consider the business of the credit union and its members to be highly confidential in nature and fulfill my obligations to the membership in a fiduciary manner.
- Should I ever find myself under obligation to any other group or organization that conflicts with the credit union, I will disclose the conflict to the Board of Directors and refrain from voting on related issues.
- Use available training opportunities to learn more about HAPO and increase my effectiveness.
- State that I am not related to any current HAPO Credit Union staff member and shall disclose any change in status in this regard to the Board of Directors.

How did you hear about this opportunity?

- Current HAPO Board or Audit Committee Member
 HAPO Staff Member Name _____
 HAPO Website
 Other: _____

Current Employment/Employer (Name and Business)

- Full Time: _____ Self Employed: _____
 Part-Time: _____ Retired

I certify that the information in this Application is true and complete. I understand and agree to the qualifications and responsibilities of a Director/Audit Committee Member, and I am a HAPO Community Credit Union Member in Good Standing. I authorize HAPO Community Credit Union to conduct credit and background checks to confirm my eligibility to be covered under the Credit Union's blanket bond for officers and officials. I understand the Credit Union Nominating Committee will review my application for an official position and may or may not nominate or appoint me to a position. I acknowledge receipt of and agree to comply with all the terms and conditions of HAPO Community Credit Union's Bylaws, Board Governance Policies and Code of Ethics.

Signature: _____ Date: _____

Board Director & Audit Committee Member

Application (Incumbent Only)

Supplemental Questionnaire (Incumbent Board Director/Audit Committee Members Only)

The information provided on this form will be used by the Nominating Committee in making their decision.

1. On a scale from 1 to 5 (five being the highest), rate your contribution as a Director/Audit Committee Member during your last term listing the contributions you have made (e.g., service on committees and what was accomplished, suggestions for service, what you have supported in serving our membership and the results, etc.)?

_____ (1-5).

Comments:

2. If you are nominated, what do you hope to accomplish during your next term as Director/Audit Committee Member?
3. How have you remained current on credit union issues and the latest industry trends?
4. During your last term, how many Board, Special, and/or Committee Meetings did you miss? Explain your answer, as appropriate.
5. In the last full calendar year, approximately how many educational/industry conferences, seminars, and/or webinars did you attend?

Board Director & Audit Committee Member

Application (New Member Only)

Supplemental Questionnaire (New Members Only)

1. What makes our mission meaningful to you?
2. What are some of your prior board leadership experiences?
3. What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of HAPO?
4. Do you have any worries or concerns about joining the board?
5. Do you have personal aspirations that could be enhanced by board service at HAPO?
6. How much time a month can you commit to meetings and serving the mission?
7. What motivates you?
8. What are your expectations from the management of the nonprofits where you've served as a board member?
9. Are you willing to make a financial commitment that may be out of the normal for you?
10. How important is socially interacting with other board members to you?
11. Describe, in detail, your computer technology skills for Windows 365 and Microsoft Office.