Industrial
CREDIT UNION

Message from the Nominating Committee

We would like to encourage all members to consider volunteering for the Board of Directors or the Supervisory Committee of Industrial Credit Union.

As a Director, you will help guide the Credit Union into the future by ensuring that Industrial CU meets the financial service needs of the membership and remains financially stable. As a member of the Supervisory Committee, you will oversee the policies, procedures and practices within the credit union to ensure adherence to regulations and legislation.

To be a part of the leadership in our financial cooperative is a rewarding experience. With the guidance of the Board of Directors, the oversight of the Supervisory Committee and the leadership of the management of the Credit Union we will continue to provide service to our membership and remain financially sound for generations to come.

We look forward to reviewing your application.

Sincerely,

The Industrial Credit Union Nominating Committee

Industrial
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Volunteer Application Packet

Thank you for your interest in volunteering at Industrial Credit Union. To qualify as a volunteer, you must:

1. Be a natural person and a credit union member at all times;
2. Be eligible to vote in credit union elections at the membership meetings;
3. Be an active member of the credit union, defined as having account relationships over and above the required share account. A dormant or inactive account would not qualify;
4. Satisfy the bonding requirements of the credit union;
5. Agree to the terms of the credit union's Code of Ethics and Standards of Personal Conduct;
6. Have demonstrated a desire to learn about the credit union, the services, laws, and regulations that govern it and the responsibilities for the position you seek;
7. Not currently be a credit union employee;
8. Not have employed by the credit union or its subsidiaries during the last two (2) years.

After you have completed all the pertinent sections, placed your signatures on the appropriate lines and initial all pages as an indication that you have read and understood the content of the page, please bring the completed materials to any Industrial Credit Union branch office or mail them to:

Industrial Credit Union
Nominating Committee
P.O. Box 1767
Bellingham, WA 98227-1767

Upon receipt of your application, the Nominating Committee will review your qualifications and arrange for an interview.

Applications are accepted all year to fill vacancies on the Board, Supervisory Committee, for participation in our Associate Directors Program or any other committee as deemed necessary by the Board of Directors. Applications must be delivered to the credit union.

PLEASE NOTE: Incomplete information may result in a delay or denial of your application

ICU's Statement of Commitment

The following Statement of Commitment was adopted in principle, noting that the priority for Industrial CU is to its members.

To Industrial Credit Union Members

- To provide the highest level of professional services and to extend the benefits of credit union membership to as many people as possible;
- To practice and maintain high standards of sound management, including efficiency, integrity, and economy of operations;
- To adhere to democratic principles and decision-making within the credit union and encourage and facilitate active member participation in its democratic process;
- To provide members with timely and accurate information regarding the financial conditions, operations, and services of the credit union;
- To make forthright and truthful statements in all marketing and advertising efforts;
- To preserve and protect the privacy and confidentiality of all member records and transactions;
- To increase the knowledge and the ability of members to manage and control personal finances by providing educational information, materials and programs for their benefit;
- To treat all members fairly, with the opportunity to fully participate in the programs and the services of the credit union.

To Credit Union Movement

- To promote and protect the best interests and reputation of the credit union movement and avoid and resist influences and practices which are detrimental to it;
- To facilitate and encourage association and cooperation with other credit union organizations in building a strong democratic movement for more effective service to credit union members.

To Society

- To participate in community affairs as a responsible member of society of which the credit union is a part;
- To support and participate in programs which favorably affect the society, citizens and communities served by the credit union;
- To inform people everywhere of the principles, functions and objectives of credit unions.

Standards of Leadership for Officials and Staff

- To observe the highest standards of personal conduct at all times;
- To strictly uphold the laws, bylaws, rules, policies and regulations relating to the operation of the credit union;
- To guard against the use of the volunteer position for personal or financial advantage or special privilege and to avoid conflicts of interest with its policies and operations;
- To carry out the duties and responsibilities of the volunteer positions to the best of one's abilities, and to seek out and participate in opportunities to increase one's knowledge and skill;
- To adhere to open, democratic procedures in the election of officials and in the formulation of credit union policy and practices;
- To always give fair and equal consideration to individuals without regard to race, creed, national origin, sex, religion, or economic level.

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Code of Ethics & Standards of Personal Conduct Policy

Volunteers are fiduciaries of the corporation. Your relationship with the corporation and its shareholders is one of trust and confidence regardless of whether you serve on the board or any committee. Some of the fiduciary duties of the volunteers include the duty of care and the duty of loyalty.

Duty of Loyalty

A person must be loyal to the credit union in his/her capacity as a volunteer. You are expected to subordinate all self-interests to the interest of the entity to which the duty is owed. You must put the credit union first in all dealings.

The duty of loyalty is based upon fiduciary principles. A fiduciary is a person who, through his/her own undertaking, has voluntarily accepted a duty to act of another's benefit. It prohibits volunteers from using confidential corporate information for their personal advantage. It requires full disclosure of an opportunity or any possible conflict of interest that may occur in a transaction involving the volunteers and the corporation.

Duty of Care

Volunteers are obligated to be honest and to use prudent business judgment in the conduct of corporate affairs. The test is objective - was the same degree of care used that a prudent person would use in the conduct of their own personal business affairs? The "duty of care" requires volunteers of the credit union to perform their duties with the care of an ordinarily prudent person in a like position under similar circumstances.

Volunteers carry out their responsibilities in an informed, businesslike manner.

Participation

Board and committee members should participate actively in the decisions and planning of the credit union's activities. They should take the time necessary to prepare for, attend, and participate actively in all appropriate board and committee meetings, including the annual planning retreat

Board and committee members should continually seek to learn more about the credit union organization and its services. They should also make an effort to understand the economic, regulatory, legal and social environments in which the credit union operates, and should review and respond to supervisory agency examinations and review committee reports.

Confidentiality

Under no circumstances will confidential information be used for one's own or anyone else's personal benefit. Such confidential information shall not be divulged to any person outside of the credit union. This includes family members, business clients, or associates of any director

or committee member, other credit unions, or financial institutions. Unauthorized disclosure of confidential information is a failure to perform the person's position, which violates the policy of this credit union and constitutes grounds for suspension or removal.

Conflicts of Interest

Board and Committee members shall conduct their private business and personal activities in a manner avoiding conflict of interest either with the credit union or its members. "Conflict of Interest" is defined as any situation where an individual has two or more duties or interests, which are not mutually compatible.

No board or committee member, nor any member of his/her family (including spouse, parents, children, brothers, sisters or other immediate relatives) shall solicit, accept, or retain any personal benefit from either a member of the credit union or any individual or organization that is or seeks to be a vendor, customer, or supplier of or for the credit union. "Personal Benefit" is defined as any type of gift, favor, service, loan, fee or other compensation.

All board and committee members agree to report the receipt of anything of "substantial value" in accordance with the credit union's Conflict of Interest Policy.

Employees, directors, officers or other committee members of other financial institutions will be ineligible to serve as employees, directors, officers or other committee members at Industrial CU.

Community Involvement

Board and committee members are encouraged to be active and involved participants in the community. However, no board or committee member shall serve as a director of a board without disclosure to the chairperson of the board of directors of Industrial CU, except for a 501c3 non-profit organization.

It is the credit union's policy not to contribute money, property, or services to any government official, political party, or candidate, whether local, state, or federal, except on a non-partisan basis. Board and committee members may, and are encouraged to, engage in any governmental, regulatory, and elective process in which they are interested. This participation may be on an individual basis, group basis, or as a member of a political action committee. Since the credit union is without preference as to political parties, candidates, and opinions, each board and committee member must act only on his/her behalf and not represent that he/she represents the credit union in such activities or views.

Financial Responsibility

All board and committee members should conduct their financial affairs in such a responsible manner as to be above criticism. As referenced in the Amended and Restated Bylaws of Industrial Credit Union, Article V, Section 11 "cause" for suspension includes any act or omission that, in the judgment of the Board, constitutes demonstrated financial irresponsibility, a breach of fiduciary duty to the Credit Union, or threatens the safety and soundness of the Credit Union.

Board Job Description

Title: Board Member
Reports to: Board Chairperson
Term: Three years; staggered terms

Basic Responsibilities

- Sets general direction and policy for the credit union;
- Ensures that the credit union is well managed, financially secure and in compliance with legal requirements;
- Monitors progress toward goals.

Essential Functions

The usual duties of a board and its directors are described below. Additional duties may be required from time to time.

Jointly with other Directors

- To approve policies as required by regulation or legislation; to monitor the implementation of the policies to ensure compliance with the Credit Union's Bylaws, regulations or legislation;
- To work with the president to develop vision and strategic plans to include initiatives and objectives that will meet the needs of the members, reflect credit union philosophy and assure sound operations; to approve the business plan and budget to support the initiatives and objectives; to monitor the progress of the plans and budget to insure continued sound operation for the protection of member funds and credit union assets;
- Ensure adequate ongoing education for volunteers;
- Hire, supervise, and evaluate the president.

As an individual

- Keep confidential information confidential;
- Never exercise the authority of a board member except when acting in a meeting with the full board or as the board delegates;
- Participate in the annual strategic planning retreat, board self-evaluation programs, and board development workshops, seminars, and other educational events that enhance the skills of a board member;
- Maintain and improve knowledge of the credit union and financial industry through self-study of educational materials or industry publications to

ensure knowledgeable decisions are made on behalf of the membership and their needs;

- Attend all meetings of the board and assigned committees;
- Be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material prior to the meeting;
- Provide input and participate in decisions of the board by using the skills, knowledge, and experience you possess;
- Provide input to the board during the policy-making process to help ensure compliance with state and federal regulations, and maintain an understanding of all current board policies that are in effect;
- Work with and respect the opinions of peers who serve this board, and leave personal prejudices out of all board discussions;
- Avoid conflict of interest between the position as a board member and personal life. This includes using the position for the advantage of friends and business associates. If such a conflict does arise, a declaration of that conflict must be made before the board. Voting on matters in which there is a conflict is strictly prohibited;
- Always act for the good of the organization and represent the interests of all people served by this credit union;
- Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions;
- Observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings;
- Refrain from intruding on administrative and management issues except to monitor the results;
- Represent the credit union in a positive and supportive manner by promoting the credit union and its services as appropriate in day-to-day interactions throughout the communities served;
- Solicit members for volunteer positions within the credit union.

Supervisory Committee Job Description

Title: Supervisory Committee Member
Reports to: Committee Chair
Term: Three year, staggered terms

Basic Responsibilities

- Safeguard the assets of the credit union membership;
- Oversee examinations by outside agencies;
- Evaluate credit union operations;
- Evaluate performance of credit union officials.

Essential Functions

The usual duties of a Supervisory Committee member are described below. Additional duties may be required from time to time.

Jointly with other Committee Members

- Work with the President to safeguard the assets of the credit union membership;
- Hire a skilled accounting firm specializing in credit unions to perform an examination of internal controls and financial condition;
- Oversee all outside examinations of the credit union, report findings to the board and the membership at the annual meeting, and ensure management addresses each of the findings;
- Verify the loan and deposit accounts of the members in accordance with the credit union policy and regulatory requirements;
- Work with the President to identify areas of review for the internal auditor /compliance officer;
- Ensure representation of the Committee at all Board meetings;
- Monitor board actions and notify the board if there is:
    - A violation of the bylaws or any other regulation, or
    - Any evidence that the credit union is being mishandled in any way, or;
- Suspend any director in accordance with the Washington State Credit Union Act or the Federal Credit Union Act.

As an Individual

- Keep confidential information confidential;
- Never exercise the authority of a committee member except when acting in a meeting with the full committee or as the committee delegates;
- Participate in the annual strategic planning retreat (if invited), self-evaluation programs, and development workshops, seminars, and other educational events that enhance the skills of a committee member;
- Maintain and improve knowledge of the credit union and financial industry through self-study of educational materials or industry publications to ensure knowledgeable decisions are made on behalf of the membership and their needs;
- Attend meetings of the board as appropriate;
- Provide input to the board during the policy-making process to help ensure compliance with state and federal regulations, and maintain an understanding of all current board policies that are in effect;
- Be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material prior to the meeting;
- Provide input and participate in decisions of the committee by using the skills, knowledge, and experience you possess;
- Work with and respect the opinions of peers who serve this committee, and leave personal prejudices out of all committee discussions;
- Avoid conflict of interest between the position as a volunteer and personal life. This includes using the position for the advantage of friends and business associates. If such a conflict does arise, a declaration of that conflict must be made before the committee board. Voting on matters in which there is a conflict is strictly prohibited;
- Always act for the good of the organization and represent the interests of all people served by this credit union;
- Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions;
- Observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings;
- Refrain from intruding on administrative and management issues except to monitor the results;
- Represent the credit union in a positive and supportive manner by promoting the credit union and its services as appropriate in day-to-day interactions throughout the communities served;
- Solicit members for volunteer positions within the credit union.

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Volunteer Application

Name _____ Social Security # _____

Address _____

Date of Birth _____ Place of Birth _____

Employer _____

Position _____ Length of Employment _____

Educational Background _____

_____

Position applying for _____

Are you a member of Industrial Credit Union? YES NO Account # _____

How long have you been a member of Industrial CU? _____

How long have you been a member of any credit union? _____

In your opinion, what is the purpose of a credit union? _____

_____

_____

Why do you want to volunteer at Industrial CU? _____

_____

_____

What other volunteer experience do you have? _____

From these experiences, what have you learned about being a volunteer? _____

What particular skills will you bring to the credit union that will assist you in your role as a volunteer? _____

Please provide us with a statement explaining why you should be selected. _____

As a matter of record, please answer the following questions and provide explanations below:

- Has a claim pertaining to a fidelity bond ever been filed against you? _____
- Have you ever been denied coverage under a fidelity bond? _____
- Are there any civil suits pending against you? _____
- Are there any legal or administrative proceedings pending Against you personally, excluding professional responsibilities? _____
- Have you ever been sued for debts? _____
- Have you ever had a criminal referral filed against you by either a federal or state court? _____
- Have you ever been indicted or convicted of a crime by either a federal or state court? _____
- Are any of your debts past due? _____
- Have you ever had property repossessed? _____
- Have you ever filed for Bankruptcy? _____

_____

_____

_____

_____

I understand and agree that all the information provided on this application is true and correct.

_____ _____

Signature Date

_____

Print Name

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Letter of Understanding

I understand that Industrial Credit Union, a federally insured credit union, may evaluate the competence, experience, character and integrity of any individual who is to serve as a volunteer official or committee member of Industrial CU.

I certify that the information I have provided for consideration of my request to serve as a volunteer at Industrial CU is true, accurate, complete and correct. As a volunteer, I understand that I have a fiduciary responsibility for the safe keeping of member funds by protecting the assets of the credit union. As all volunteers must be fully bondable by the credit union bond carrier, I understand that Industrial CU, the Washington State Department of Financial Institutions, the National Credit Union Administration (NCUA), or any insurance company that provides bond coverage for the credit union may deny the service of any individual as an Official or Committee member when it believes it will not be in the best interest of the Credit Union or the public. To assist in the evaluation process, any of those entities listed above may obtain and review an individual's credit report and background investigation. My signature on this document authorizes any of those listed above to obtain a copy of my credit report and conduct a background investigation.

I certify that I will accept the nomination if offered and/or elected. I agree to execute and to be bound by the Credit Union's Bylaws, policies to include the Credit Union's Code of Ethic and Standards of Personal Conduct, along with all state and federal legislation and regulations that govern the credit union. I will not knowingly violate or permit the violation of any governing provision. I have received a copy of the Volunteer's Job Descriptions. I acknowledge that I have reviewed Industrial CU's Code of Ethics and Standards of Personal Conduct and I agree to follow and be bound by its terms for my immediate family and myself.

I agree that I will, so far as the duty devolves on me, diligently and honestly administer the affairs of this credit union in a sound, business-like manner. I will have no personal financial interest in any of the business or transactions of the credit union, other than normal accounts or loans as allowed by Federal and/or State law. I will own, in my own right, at least one fully paid share of stock in this credit union. I further promise and swear that I will keep secret all of the affairs of the Credit Union, except to other members in good standing of this Credit Union, as necessary to the conduct of my duties. I understand that as a volunteer, I will not receive any compensation for the time I spend serving the credit union.

I have read, understand and agree to the all items listed in the job description as provided with this application and have willingly signed the Service Commitment Pledge appropriate for the position I am applying for.

Signature _____ **Date** _____

Print Name _____

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Board Service Commitment Pledge

I recognize the important responsibility I am undertaking in serving on the Board of Directors of this organization. I hereby pledge to carry out my duties and obligations in a trustworthy and diligent manner.

I acknowledge that my primary role as a board member is to 1) set the general direction and policies for the credit union, 2) ensure that the credit union is well-managed, financially secure and in compliance with legal requirements, and 3) monitor the progress towards our goals. I also agree to carry out the functions of a board member and any office I may be elected to as stated in the Bylaws. This role is separate and distinct from the role of the President who determines the means of implementation of policies, procedures and other operational guidelines.

I pledge:

- To keep confidential information confidential;
- Never to exercise the authority of a board member except when acting in a meeting with the full board or as the board delegates;
- To participate in the annual strategic planning meetings, board self-evaluation programs, and board development workshops, seminars, and other educational events that enhance the skills of a board member;
- To maintain and improve knowledge of the credit union and financial industry through the self-study of educational materials or industry publications to ensure knowledgeable decisions are made on behalf of the membership and their needs;
- To attend all meetings of the board and assigned committees;
- To be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material prior to the meeting;
- To provide input and participate in decisions of the board by using the skills, knowledge, and experience I possess;
- To work with and respect the opinions of peers who serve this board, and leave personal prejudices out of all board discussions;
- To avoid conflict of interest between my position as a board member and my personal life. This includes using my position for the advantage of friends and business associates. If such a conflict does arise, I will declare that conflict before the board. I will refrain from voting on matters in which there is a conflict;

- To always act for the good of the organization and represent the interests of all people served by this credit union;
- To support in a positive manner all actions taken by the board of directors even when in a minority position on such actions;
- To observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings;
- To approve policies as required by regulation or legislation; to monitor the implementation of the policies to ensure compliance;
- To work with the president to develop vision and strategic plans to include initiatives and objectives that will meet the needs of the members, reflect credit union philosophy and assure sound operations; to approve the business plan and budget to support the initiatives and objectives; to monitor the progress of the plans and budget to insure continued sound operation for the protection of member funds and credit union assets;
- To refrain from intruding on administrative and management issues except to monitor the results;
- To represent the credit union in a positive and supportive manner by promoting the credit union and its services as appropriate in day-to-day interactions throughout the communities served;
- To solicit members for volunteer positions within the credit union.

If, for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a board member/officer.

_____ _____

Signature Date

Industrial CREDIT UNION

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Supervisory Committee Service Commitment Pledge

I recognize the important responsibility I am undertaking in serving on the Supervisory Committee of this organization. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Volunteer.

I acknowledge that my primary role as a Volunteer is to 1) safeguard the assets of the credit union, 2) oversee examinations by outside agencies, 3) evaluate credit union operations, and 4) evaluate performance of credit union officials as stated in the bylaws or required by regulation. This role is separate and distinct from the role of the President who determines the means of implementation of policies, procedures and other operational guidelines.

I pledge

- To keep confidential information confidential;
- To never to exercise the authority of a committee member except when acting in a meeting with the full committee or as the committee delegates;
- To participate in the annual strategic planning meetings (if invited), self-evaluation programs, and development workshops, seminars, and other educational events that enhance the skills of a committee member;
- To maintain and improve knowledge of the credit union and financial industry through the self-study of educational materials or industry publications to ensure knowledgeable decisions are made on behalf of the membership and their needs;
- To be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material prior to the meeting;
- To provide input and participate in decisions of the committee by using the skills, knowledge, and experience I possess;
- To work with and respect the opinions of peers who serve this committee, and leave personal prejudices out of all discussions;
- To support in a positive manner all actions taken by the board of directors even when in a minority position on such actions;
- To avoid conflict of interest between my position as a committee member and my personal life. This includes using my position for the advantage of friends and business associates. If such a conflict does arise, I will declare that conflict before the committee. I will refrain from voting on matters in which there is a conflict;
- To work with the President to safeguard the assets of the credit union membership;
- To hire a skilled accounting firm specializing in credit unions to perform an examination of internal controls and financial condition;

- To oversee all outside examinations of the credit union, report findings to the board and the membership at the annual meeting, and ensure management addresses each of the findings;
- To verify the loan and deposit accounts of the members in accordance with the credit union policy and regulatory requirements;
- To work with the President to identify areas of review for the internal auditor /compliance officer;
- To attend meetings of the credit union board of directors as appropriate, ensuring representation of the committee at each board meeting;
- To monitor board actions and notify the board if there is a violation of the bylaws or any other regulation, or if there is any evidence that the credit union is being mishandled in any way;
- To suspend any director in accordance with the Washington State Credit Union Act or the Federal Credit Union Act;
- To always act for the good of the organization and represent the interests of all people served by this credit union;
- To observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings;
- To refrain from intruding on administrative and management issues except to monitor the results;
- To represent the credit union in a positive and supportive manner by promoting the credit union and its services as appropriate in day-to-day interactions throughout the communities served;
- To solicit members for volunteer positions within the credit union.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a Board member/officer.

_____ _____

Volunteer's Signature Date

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