



838 Eglin Parkway N.E.  
Fort Walton Beach, FL. 32547-2781  
eglinfcu.org

## Volunteer Application Packet

Thank you for your interest in serving on one of Eglin Federal Credit Union's volunteer committees.

This Volunteer Application Packet includes:

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To apply for an elected position on the Board of Directors, mail your completed application to the address below. Refer to the October edition of the Eglin Federal Credit Union Spirit Newsletter for more information on the nomination requirements and schedule for the year in which you apply. A copy of the latest Spirit Newsletter will be provided upon request and can also be found on our Website at [eglinfcu.org/news/](http://eglinfcu.org/news/).

To apply for an appointed position on the Appeals Committee or Supervisory Committee, mail your completed application\* to the address below. Committee appointments are made immediately following the Credit Union's Annual Meeting in March of each year.

The Nominating Committee  
C/O Eglin Federal Credit Union  
PO Box 854  
Shalimar, FL 32579-0854

Please direct your questions to [president@eglinfcu.org](mailto:president@eglinfcu.org) or call the Executive Assistant at 1.850.862.0111, extension 1601.



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## Responsibilities and Duties of Volunteers

### **Board of Directors responsibilities include:**

Oversight of all operations and functions of Eglin FCU. Establish and maintain current policies to ensure the best interest of the membership is well served while ensuring the safety and soundness of operations and financial condition and that everything meets compliance with all federal and state regulations.

### **Board of Directors Duties include but are not limited to:**

- Regularly attend scheduled meetings
- Follow Robert's Rule of Order for meetings
- Establish goals and objectives
- Set policies to achieve these goals
- Obtain and Maintain Fiduciary Training requirements
- Annually complete the CEO's performance review
- Comfortable with Public Speaking and Report reports to the general membership at the Annual Meeting
- Fulfill the requirements and comply with the Federal Credit Union Act, Eglin FCU's By-Laws, NCUA Rules and Regulations, Eglin FCU Board Policies as well as compliance with other Federal and State Regulations, which all are subjected to be amended
- Represent Eglin FCU and serve the Credit Union and Community at the request of the Board Chair

### **Supervisory Committee responsibilities include:**

Oversee the audits and activities of the Internal Auditor and report to the Board the results of his/her activities. The Supervisory committee must ensure that management's financial reporting objectives are met and that management's policies and procedures are adhered to, and that they properly safeguard the members' assets.

### **The Supervisory Committee primary duties include but are not limited to:**

- Regularly attend scheduled meetings
- Reviews results of annual audits and internal controls, and provide non-staff support to the Internal Auditor as requested
- Ensure compliance with state and federal laws and regulations
- Verification of members' accounts
- Research and respond to Member Complaints
- They must be knowledgeable on the NCUA's Supervisory Committee Guide for Federal Credit Unions

### **Appeals Committee responsibilities include:**

- Regularly attend scheduled meetings
- Review loans for appeal solely on the basis of a member's creditworthiness
- Grant sound loans protecting the overall financial stability of the Eglin FCU
- Promote or provide financial counseling as needed
- Promote thrift and wise credit management
- Ensure compliance with state and federal laws and regulations
- Regularly review Eglin FCU loan policies
- Have a complete understanding of Eglin FCU's Loan Policies
- Learn how to read and understand credit reports



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## Minimum Qualification for Volunteers

### Eglin FCU's Bylaws require:

- Must be a member of Eglin Federal Credit Union
- Cannot have been convicted of a crime involving dishonesty or breach of trust
- Must be at least 18 years of age

### Additional Eglin FCU Board Policy requirements:

- Possess knowledge, experience, and skills pertinent to the mission of Eglin FCU
- Must agree that Eglin FCU can condition the approval of your service upon an acceptable confidential background investigation and credit bureau report review
- Must be willing to accept the responsibilities of an appointed or elected volunteer
- Must be able to meet Attendance Policy for regularly scheduled meetings
- Willing to achieve, within 6 months, and maintain financial literacy as required by NCUA and Eglin FCU Board of Directors, which may vary by the position held and the capacity of service
- Must not be an employee of a competing financial institution
- Must not be a current or prior employee of Eglin FCU
- Must be a Member in Good Standing with Eglin FCU for at least one year
- Supervisory Committee members have the added requirement that they attend audit-specific training during their first (1st) year on the committee and every three (3) years thereafter



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## Agreement to Serve as a Volunteer

I, the undersigned, do fully understand and hereby agree to serve as a volunteer, appointed by the Board of Directors or by the Members of Eglin Federal Credit Union (Eglin FCU) and will abide by the following:

1. Meet or exceed the Board approved Attendance Policy.

**The Attendance Policy for Volunteers**

- Regular attendance is required for all scheduled meetings unless prevented from doing so because of work conflicts, travel or illness. The Chair of the Committee must be promptly notified of any absences. The Chair of the Committee is responsible for enforcing the Attendance Policy and for reporting any attendance problems to the Chair of the Board.
- Extended absences must be approved in writing by the Board.
- If a Director or Committee member fails to attend regularly scheduled meetings (in person or by phone) for 3 months (unexcused absences) during the year\*, they may be not be nominated or reappointed to serve an additional term.
- Board of Directors or Supervisory Committee members may not have more than 3 unexcused absences in one year.
- Credit Appeals Committee members may not have more than 12 unexcused absences in one year.
- Regularly scheduled meetings are Board Meetings and Annual Meeting for Board of Directors, Supervisory Committee Meetings for Supervisory Volunteers, and Credit Appeals Meetings for the Appeals Committee Volunteers. Attendance at the Annual Meeting is encouraged for all Volunteers.
- The Chairs of the Committees (or a designated alternate) are expected to attend the Board Meetings.

*\*Year for this Policy is defined from April to March*

2. Continually seek to learn more about the Eglin FCU's policies, products and services.
3. Meet or exceed the fiduciary training standards outlined by the National Credit Union Administration (NCUA) and those required by the Eglin FCU Board of Directors.
4. Consider the business of Eglin FCU and its members to be totally confidential in nature.
5. Participate to the best of my ability in the determination of policy and other applicable matters.
6. Support board members, appointed officials and staff in carrying out the mission of Eglin FCU.
7. Should I ever find myself under obligation to any other group or organization that may conflict with (the policies or management of) Eglin FCU, I will disclose this to the Board of Directors, and if applicable, will abstain from voting on related issues.
8. I understand that Federal Regulations, the Eglin FCU Bylaws, and Board Policies are subject to amendments and may impact the requirements and/or duties of the Volunteers.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*



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## Member in Good Standing and Code of Ethics

### Definition of Member in Good Standing

- Maintain a minimum par value of \$5.00 in Regular Share Savings Account
- Maintain all accounts in a responsible manner and do not abuse any services of Eglin FCU
- Stay current on all loan payments and otherwise do not cause a financial loss to Eglin FCU
- Do not participate in or commit any unlawful act including but not limited to forgery, fraud or theft
- Do not act in a threatening manner towards any Eglin FCU employee, volunteer or member

### Code of Ethics for Eglin Federal Credit Union

WHEREAS, the Board of Directors of Eglin Federal Credit Union (Eglin FCU) feels that it is in the best interest of the Eglin FCU and its membership to express the basic ethical expectation of all those who serve Eglin FCU members in any capacity. WHEREAS, this Code of Ethics is established for all volunteers and employees of Eglin FCU to follow. I will be a member of Eglin FCU in good standing and will do the following:

- Conduct myself at all times in a manner that will reflect favorably on the Eglin FCU, and its ability to serve its members, as well as the community at large
- Refrain from entering into or being a part of any activity that violates federal or state laws or regulations, or otherwise might bring discredit upon the Eglin FCU
- Conduct myself in a manner that shows integrity and good judgment in all Eglin FCU business dealings, relationships with others, vendors, and any affiliated representatives
- Exercise individual loyalty to the interests of the Eglin FCU, including holding confidential any and all matters relating to the business of the Eglin FCU, and that of its members
- Conduct myself in a manner that will promote cooperation and good relations between all volunteers, and employees of the Eglin FCU
- Perform at my best ability and strive continually to improve my skills, knowledge and quality of service

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*Signature*

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*Printed Name*

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*Date*



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## Volunteer Application and Authorization for Background Check and Credit Bureau Report

Please attach a resume or a brief summary of your biographical data and qualifications. By applying, you will be considered for available positions on the Appeals Committee, Supervisory Committee or the Board of Directors. If you are not selected by the Nominating Committee for a position on the Board of Directors, then nominations may also be made by petition from the eligible membership.

The information requested will only be used for the purpose of evaluating the applicant for an Eglin FCU Volunteer position.

Account #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_  
(Street, City, State & Zip Code)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Position are you seeking to serve: ☐ Appeals Committee ☐ Supervisory Committee ☐ Board of Directors

Reason (s) for wanting to Volunteer (You may attach additional sheets): \_\_\_\_\_

Area(s) of Expertise (You may attach additional sheets): \_\_\_\_\_

Have you ever been convicted of a crime, other than minor traffic violations, which resulted in license suspension or revocation?

☐ No ☐ Yes If Yes, please explain: \_\_\_\_\_

Are you or any relatives, family members, or significant others a current or past employee of Eglin FCU?

☐ No ☐ Yes If Yes, please list name(s) and nature of relationship: \_\_\_\_\_

By signing below, I agree to be nominated and will serve if appointed or elected. In addition, I will allow my name to be used in various publications to inform the membership and general public of my nomination, election, appointment, and/or service as an Eglin FCU Volunteer. Also, I have read and signed the **Acknowledgment and Authorization for Background Check** allowing Eglin FCU to obtain background and credit reports. I understand that this application is to ensure I am a Member in Good Standing, with a history of good credit, as to provide the membership with a volunteer of high integrity.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

## AUTHORIZATION FOR CONSUMER REPORTS

I instruct and authorize Eglin Federal Credit Union, including its designated representatives, affiliated and/or related entities, and agents (collectively, the "**Company**") to obtain a consumer report(s) on me, including any **investigative consumer reports and any consumer credit reports**.\* I also agree that a copy of this form is valid like the signed original.

I acknowledge that: (a) I have received the Consumer Report Disclosure and any additional disclosures and notices required by law; (b) each document is clear, conspicuous, and separate from any other document(s); (c) I have read and understood them; and (d) the Company may rely on them to obtain one or more consumer reports and/or investigative consumer reports on me.

The consumer reporting agency ("CRA") ADP Screening and Selection Services, Inc. ("ADP SASS") will prepare the consumer report for the Company. ADP SASS is located at 2950 East Harmony Road, Suite 130, Fort Collins, CO, 80528, and can be reached by phone at 800-367-5933, or at [www.adpselect.com](http://www.adpselect.com).

I understand that, where allowed by applicable law, the Company may rely on this authorization to order additional consumer reports, including investigative consumer reports and any consumer credit reports\* during my employment, without asking me for my authorization again. Where allowed by law, I authorize the Company to procure any such subsequent reports. I understand the Company may order consumer report(s) under my legal name and any other names I may have used.

I also instruct and authorize the following persons, agencies, and entities to disclose to ADP SASS and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. As allowed by law, such disclosures may contain the following information pertaining to me: credit history\*; public records; a Social Security number verification; driving records; military service; credentials/certifications; worker's compensation injuries; and verification of prior employment and education.

**\*I understand that I am instructing and authorizing the Company to obtain a consumer credit report only to the extent permitted by law. If I reside or anticipate being employed in New York City, I understand that I am not being asked to authorize a consumer credit report by signing this document.**

**By signing below, I understand that I am agreeing to the terms contained in this document.**

**If you live, work, or are applying to work for the Company in California, Minnesota or Oklahoma:** Check this box if you would like a free copy of your consumer report, credit report, or investigative consumer report: ☐

Please print your legal name:

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

Signature \_\_\_\_\_

Today's Date (Month/Day/Year) \_\_\_\_\_

If required, notarize here. When using an embossed seal, please shade with a pencil before faxing.

Subscribed and sworn before me:

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
My Commission Expires

**THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK**

## INFORMATION

The information requested below is collected solely for the purpose of aiding the Consumer Reporting Agency (CRA) in completing a consumer report on you.

\_\_\_\_\_  
First Name (required)                      Middle Name (required)                      Last Name (required)                      Suffix  
Email Address: \_\_\_\_\_

For Identification Purposes Only:    Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year)

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issuing License \_\_\_\_\_

Enter Nickname(s) Used \_\_\_\_\_

Enter Any Other Names Used (including maiden names):

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

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

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

### Addresses Within The Past Seven Years (use a separate sheet as needed)

Current Address:

Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year)

Previous Address:

Street Address \_\_\_\_\_

Prior City/State/ZIP \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year) To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year)





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## Nomination by Petition Guidelines

Eglin Federal Credit Union members have the option of petitioning the general membership for nomination to the Board of Directors, pursuant to the guidelines outlined in this document.

### I. General Petition Requirements

1. All individuals seeking nomination by petition shall prepare their petition, signed by 1% of the Credit Union's membership (minimum of 500), on the model form petition below.
2. In accordance with the Credit Union's Bylaws, all individuals seeking nomination by petition must have reached age 18 by the time of appointment (if elected), be bondable, and be a member in good standing with the Credit Union.
3. In accordance with the Bylaws, members signing the petition must have reached age 18, be a member in their own right, and be a member in good standing. Members signing the petition must have been a member of the credit union for at least one year. Irrespective of the number of shares they own; no member is allowed to sign more than once. Proxy and agent signatures are not allowed.
4. All petitions and signatures will be subject to audit and verification, including comparison with member information on file, signatures and confirmation with the supporting member.

### II. General Rules Regarding Solicitation of Signatures

1. Petitioners or their representatives are allowed to solicit member signatures at any of the Credit Union's retail locations during normal business hours.
2. Petitioners must schedule their solicitation activities through the Manager of the branch where they intend to solicit signatures. A list of extensions will be provided upon request.
3. Petitioners soliciting member signatures will not exhibit abusive or coercive behavior toward the membership or staff, and will not be disruptive to the retail operation. Petitioners will not exert influence over any member to obtain a signature. Any reports of such behavior or disruption will be reported to the Nominating Committee for investigation, which may result in the petitioner losing the privilege to solicit on Credit Union premises.
4. Petitioners shall not solicit signatures from Credit Union staff members while on Credit Union property. This rule does not prohibit staff members from voluntarily signing a petition.

### III. Submission of Petition and Supporting Documentation

1. All nominations by petition and supporting documentation referenced above must be received by the deadline stated in the October Eglin Federal Credit Union Spirit Newsletter for the year in which the petitions are being filed. Nomination by petition packages should be submitted with a completed Volunteer Application and associated documents. See Page 1 for instructions.
2. Questions regarding the nomination by petition process may be directed to [president@eglinfcu.org](mailto:president@eglinfcu.org) or to the Executive Assistant at 1.850.862.0111, extension 1601.



I, \_\_\_\_\_ (print name), hereby request nomination to the Eglin Federal Credit Union Board of Directors. The following members are in support of this petition:

[illegible]

I do hereby attest that the signatures contained on this petition are the true and valid signatures of qualifying members of Eglin Federal Credit Union.

Date \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_