



Dear Applicant:

Thank you for your interest in serving as a Volunteer Official for Redwood Credit Union (RCU). Attached are the following:

- Application to Serve as a Credit Union Volunteer Official
- Duties and Responsibilities as a Volunteer Official
- Sample Candidate Statement
- RCU Code of Ethics
- Resolution of the RCU Board of Directors Prescribing Nominating Procedures
- Credit/Criminal Background Check Authorization Form
- Nominating Petition

RCU Members may seek election to open positions for RCU's Board of Directors via one of the following methods:

- **Application:** Any Member 18 years or older may apply for nomination by submitting the enclosed "Application to Serve as a Redwood Credit Union Volunteer" to the Nominating Sub-Committee. All applications and candidate statement information must be received no later than **5:00pm Friday, February 4, 2022**. Please be aware that the application process *does not* guarantee an applicant's nomination. The final decision rests with the Nominating Sub-Committee.
- **Nomination by Petition:** Any Member 18 years or older may be nominated by obtaining the signatures of at least one hundred RCU Members on the enclosed "Nominating Petition." All petitions and candidate statement information must be received no later than **Friday, February 4, 2022**. Submission of a valid petition guarantees the applicant's inclusion as a candidate.

Applications and petitions are to be submitted via one of the following:

- Email (preferred): RCUAnnualMeeting@redwoodcu.org
- Dropped off in person to one of our branches, during business hours
- Physical mail, addressed to: Redwood Credit Union, Attn: Nominating Sub-Committee, PO Box 6104, Santa Rosa, CA 95406-0104

RCU's Nominating Sub-Committee will review all applications and may contact candidates for an interview before completing the nomination process.

RCU's Annual Membership Meeting and Election will be held on Thursday, April 28, 2022 via online video conference.

Thank you again for your interest in becoming a Volunteer Official for Redwood Credit Union. If you have any additional questions regarding the application or petition process, please contact RCU's Nominating Sub-Committee at one of the addresses above.

**Application to Serve as a Volunteer Official
on Redwood Credit Union's Board of Directors**

Please check all that apply

I am: a new applicant
 an incumbent

I am: a current Member of Redwood Credit Union
 at least 18 years of age as of April 28, 2022

Contact

Name _____

Address _____ Home Phone _____

City, State & Zip _____ Mobile Phone _____

E-Mail _____

Employment

(If retired, please provide your last employment information prior to retirement)

Employer _____ Supervisor's Name _____

Address _____ Business Phone _____

City, State & Zip _____ Date Hired _____

Present Title & Occupation

Primary Duties

Education

	School Name	Location	Date Attended	Degree(s)	Major	Minor
High School	_____	_____	_____	_____	_____	_____
College or University	_____	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

Redwood Credit Union Membership

Member Number _____ Date Joined _____
(Last 4 digits only)

Do you know of any reason why you would not continue to be a Member of Redwood Credit Union during the next three years?

Community Service

Do you now or have you ever held a position with:

Any other credit unions? Yes *(If yes, please complete the below section)*
 No

Credit Union Name _____ Position _____ Dates _____

Reference _____ Phone _____

Description of duties, responsibilities or experience

Any other financial institutions? Yes *(If yes, please complete the below section)*
 No

Name of Organization _____ Position _____ Dates _____

Reference _____ Phone _____

Description of duties, responsibilities or experience

Any service clubs? (youth, church, volunteer, civic, etc.)

	Name of Organization	Location	Position Held	Duties	Dates
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____

Personal Statement

Why do you wish to become a volunteer for Redwood Credit Union?

How do you feel you can contribute to the Credit Union?

References

Name _____ Association _____

Address _____ Phone _____

City, State & Zip _____

Name _____ Association _____

Address _____ Phone _____

City, State & Zip _____

Candidate Statement

Please attach a separate sheet of paper for your Candidate Statement. Candidate Statements will be used to communicate qualifications and reasons for candidacy to the membership of Redwood Credit Union for voting purposes. A sample statement has been included in this packet for your reference.

Certification

I certify that the information in this application and any attachments hereto is true and correct and I authorize you to investigate and verify any of the information.

I authorize you to gather whatever employment and credit information you consider necessary and appropriate.

I authorize you to contact the references listed on this application and I authorize those references to share any information about me you consider relevant to the application and nomination process.

I authorize you to perform a criminal background check on me as you consider necessary and appropriate.

I certify that I will be at least 18 years of age as of the Annual Membership Meeting and election date of April 28, 2022.

If nominated and elected, I agree to abide by the attached Redwood Credit Union *Code of Ethics*.

I understand that you will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence.

Signature _____ Date _____

Candidate Statement

Please provide a candidate statement of not more than 250 words describing your experience and background related to becoming a Volunteer Official for Redwood Credit Union.

Please return your candidate statement along with your completed Application and other required forms. Below is an example of a candidate statement.

SAMPLE CANDIDATE STATEMENT:

James Wheeler is currently employed by Acme Engineering, where he has been the Chief Operations Officer for the past ten years. Mr. Wheeler received his bachelor's degree in Civil Engineering from the University of California at Davis. Aside from volunteering his time to benefit Habitat for Humanity and United Way, Mr. Wheeler has served on the Board of Directors for several local organizations including the Sonoma County Hispanic Chamber of Commerce and the Volunteer Center of Sonoma County. Other organizations Mr. Wheeler has been involved with include the Salvation Army and the Sonoma County Council on Aging.



Duties and Responsibilities Redwood Credit Union Volunteer Board of Directors

- The Board of Directors is responsible for directing and controlling the affairs of the Credit Union.
- Members are elected to fill three-year terms and they are expected to contribute approximately 15 to 20 hours per month in service to the Credit Union.

CREDIT UNION CODE OF ETHICS

A Credit Union is a Member-owned, not-for-profit cooperative thrift institution for the purpose of encouraging savings by offering a good return, using collective monies to make loans at competitively low interest rates to Members and providing other Member services on a cooperative basis. Members are united by a defined field of membership and democratically operate the Credit Union under state and federal law and regulation.

This Credit Union will conduct its relationships and operations in accordance with this purpose and uphold its fundamental commitment to serving its Members. This Credit Union is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

RESPONSIBILITIES

To Members:

1. To provide the highest level of personal financial services in a courteous and professional manner and to treat all individuals fairly without regard to race, creed, national origin, sex, religion, social or economic level.
2. To encourage thrift and savings and to protect the assets placed in our care and custody.
3. To provide consumer loan services at the least possible cost in the exercise of the wise use of credit.
4. To practice and maintain high standards of sound management, including efficiency, integrity, and economy of operations.
5. To adhere to democratic and cooperative principles within the Credit Union and encourage and facilitate active Member participation in its democratic process.
6. To provide Members with timely and accurate information regarding the financial conditions, operations and services of the Credit Union and of their individual accounts or transactions.
7. To preserve and protect the privacy and confidentiality of all Member financial records and transactions. Disclosure of financial conditions or transactions will be made only with the written approval of the Member, due legal process or in accordance with law.
8. To abide by the letter, spirit and intent of state and federal consumer protection laws and regulations and to provide Members with complete and accurate information concerning their rights.
9. To increase knowledge and ability of Members to manage and control their financial well being through counseling and by providing educational information, materials and programs.

To the Credit Union Movement:

1. To promote and protect always the best interests and reputation of the Credit Union movement and avoid and resist influences and practices which are detrimental to it.
2. To associate and cooperate with other Credit Union organizations in building a strong democratic movement for more effective service to Members.

CREDIT UNION CODE OF ETHICS, continued

To Society:

1. To participate in community affairs as a responsible member of the society in which the Credit Union is a part.
2. To support and participate in programs which favorably affect the society, citizens and communities served by the Credit Union and to the fullest extent possible, seek solutions to its social problems and concerns.
3. To make Credit Union membership available to as many people as possible.

Standards of Leadership for Officials and Staff:

1. To observe the highest standards of personal conduct at all times.
2. To strictly uphold the laws, bylaws, rules, policies and regulations relating to the operation of a Credit Union.
3. To guard against the use of the Credit Union position for personal or financial advantage or special privilege and avoid conflicts of interest with its policies and operations.
4. To carry out the duties and responsibilities of the Credit Union position to the best of one's abilities and to seek out and participate in opportunities to increase that knowledge and skill.
5. To adhere to open, democratic procedures in the election of Officials and in their formulation of Credit Union policy and practices.



Resolution of the Board of Directors of Redwood Credit Union Prescribing Nomination Procedures

*Adopted by the Redwood Credit Union Board of Directors, December 1998
Revised September 2009*

Whereas Article V, Section 1 of the Bylaws requires that this Credit Union establish by resolution and make available to Members reasonable nomination procedures, now:

Therefore be it resolved that 1. The Board Chair shall a) appoint a Nominating Committee Chair from Board members, and b) grant the committee Chair the authority to recommend at least 2 additional members, each of whom must be a Member of Redwood Credit Union to be confirmed by the Board Chair at a future meeting, and

2. All candidates qualified by nomination or petition will provide written statements to Members of not more than 250 words, stating in a professional manner their qualifications and reasons for candidacy, and such statements will be provided to Members with mail ballots or proxies.
3. Redwood Credit Union will strive to keep campaigning fair and ethical. Redwood Credit Union shall not make available mailing labels or lists of Members to any candidates, and will distribute only one statement for each candidate.
4. When the number of candidates is greater than the number of vacant positions, all Members shall have the opportunity to select from among all candidates, whether qualified by nomination or petition, via each ballot or proxy.
5. The Board of Directors may choose to recommend to Members those candidates they feel are best qualified.

Be it further resolved that the nomination procedures shall be made available to Members annually.



Authorization to Obtain Credit Report and/or Criminal Background Check

To Applicant for Redwood Credit Union Volunteer Official Position:

Please be advised that in connection with your application for a Volunteer Official position with Redwood Credit Union (RCU), we may obtain either or both of the following reports:

- (1) A consumer credit report from a reputable credit reporting agency.
- (2) A criminal background check from *ESR* (Employee Screening Services), which may include information obtained from a search of public records as well as information about your character and general reputation.

You can request a complete and accurate disclosure of the nature and scope of the investigation; we will provide it to you within five business days after you request it.

Please check this box if you would like to receive a copy of either of these reports if we obtain them.

By signing below, you authorize Redwood Credit Union to obtain a consumer credit report and/or a criminal background check.

Signature

Date

