

# Sunmark Federal Credit Union Volunteer Application

## Volunteer as a member of the Board of Directors or Supervisory Committee!



### Sunmark's commitment to our community

#### Current Statistics:

- Over \$536 million in assets
- Over 48,500 members
- Eight branches serving six counties:  
Albany, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie
- Over 160 employees

Growth potential: **Unlimited!**

Statistics as of August 2016



### What the volunteers are saying:

*"Volunteering for the Credit Union Board of Directors and the Supervisory Committee has allowed me to expand my knowledge of our Financial System /Member Owned Credit Unions, allowed me to provide member representation in all matters affecting financial decisions (policy) along with networking opportunities with other volunteers. This is a privilege that I greatly value."*

*-Ralph L., Board Treasurer*

*"Volunteering is a very rewarding endeavor. Serving on either the Board of Directors or the Supervisory Committee will expand your knowledge of the credit union movement. You have a feeling of accomplishment knowing you serve the members of Sunmark."*

*-Tom S., Director*

*"Serving as a director of Sunmark provides great personal satisfaction because of the high caliber of people with whom I interact and the good things that the credit union does to serve its members. I also have the opportunity to improve my financial, business leadership, and strategic thinking skills."*

*-Parker P., Director*

*"As both a business owner and an active member of the capital region community, I believe we each have an obligation to support the economic and cultural organizations in our region. I feel that Sunmark's commitment to these values closely align with this mission and provides volunteers an opportunity to impact the region in a positive and meaningful way."*

*-Amy J., Director*

*"Volunteering on the Supervisory Committee at Sunmark has allowed me to expand my knowledge of financial systems, member services, credit union regulations and business practices. Being a volunteer expands your member experience by opening up your aperture to see the inner workings of how Sunmark operates in the best interest of our members. If you feel you have something more to offer as a member, consider applying to be a volunteer on the Supervisory Committee or Board."*

*-Gene V., Supervisory Committee Member*

# Volunteer Information

*Have you ever wondered what it would be like to help run a business with over \$536 million in assets and over 48,500 members?*

*Do you want to help others meet their financial goals?*

*Are you looking for a way to use your skills and talents to give something back to your community?*

*Are you interested in helping to set the future direction for a dynamic organization?*

## Become a Sunmark Volunteer!

Sunmark Federal Credit Union volunteers do all that – and much more!

As a member-owned financial cooperative, Sunmark relies on member volunteers to serve on its Board of Directors and Supervisory Committee. Volunteers ensure financial soundness and guide strategic and policy decisions in a wide variety of areas including technology (i.e., Web site, online banking), branch deployment, product development, marketing and member service.

By becoming a Sunmark volunteer, you can help your credit union continue to grow and respond to member needs. Volunteering also provides an exciting opportunity to learn, develop business and leadership skills, and network with others. Sunmark volunteers are an integral part of Sunmark's success!

## How Sunmark Volunteers Serve

Volunteers who come together for the sole purpose of representing the best interests of Sunmark's members are the cornerstones of what makes credit unions unique. Our volunteers enrich the lives of all the members they represent, and enhance their own leadership, management, and financial skills.

**Board Members:** Board members are elected to three-year terms of office by Sunmark's membership at the annual meeting. They set future strategy, develop policies, oversee Sunmark's financial security, review the CEO's progress in achieving goals and objectives, represent the interests of the entire membership, and report to the members at the annual meeting. In addition to attending monthly board meetings, directors have opportunities to serve on committees and task forces and to receive free training and education on issues important to the credit union and its members.

**Associate Board Members:** Associate Board members are appointed by the Sunmark Board of Directors on an annual basis. They attend the monthly board meetings and participate in all discussions, but do not have voting authority. They have access to free training and education to help them fulfill their role.

**Supervisory Committee Members:** Committee members are appointed to three-year terms by the Sunmark Board of Directors. The Supervisory Committee verifies credit union records, monitors financial controls and procedures, and works with Sunmark's internal auditor and external audit firm. Committee members typically meet on a monthly basis, and have access to free training and education to help them fulfill their role.

## How You Can Apply For a Volunteer Position

The Board of Directors and Supervisory Committee are very important to Sunmark's success. For this reason, we ask that applicants meet all of the following important qualifications:

- *Membership in good standing with Sunmark*
- *Favorable credit rating*
- *At least 18 years of age and bondable*
- *Available for all monthly and occasional special meetings*
- *Willing to attend planning sessions and training programs at Sunmark's expense*
- *Able to work as a team member*
- *Not a relative or family member of or in a significant relationship with a Sunmark employee, Director, Associate Director or Supervisory Committee member*
- *Not have any interest(s), influence(s), or relationship(s) which might conflict, or appear to conflict, with the best interest of Sunmark*
- *Accessible by phone and e-mail*

If you would like to pursue this exciting opportunity, please complete both pages of the application, print, sign in original ink, and return it to Sunmark at the address on the back of the application.

**For more information** about becoming a Sunmark Federal Credit Union volunteer, please call Sue Fischer at 518-730-9010 or send an email to [sfischer@sunmarkfcu.org](mailto:sfischer@sunmarkfcu.org).

# Background Information

Area	Board Member	Associate Board Member	Supervisory Committee Member
Composition of Group	The Board of Directors is comprised of 9 members, none of which are compensated for their services. Board members are nominated by the Board and elected by the membership at the annual meeting. Terms of office are normally 3 years, although a director's first term can range between 1 and 3 years due to the staggered terms of office on the Board.	The Board can appoint up to 4 Associate Board members, none of which are compensated for their services. Associate Board members are appointed by the Board. The term of office is normally 1 year in length, but can be less.	The Supervisory Committee is comprised of between 3 and 5 members, ideally an odd number of members, none of which are compensated for their services. Supervisory Committee members are appointed by the Board. The term of office is normally 3 years in length.
Role of Group	The Board: (a) represents the member-owners as a fiduciary; (b) oversees the credit union's strategy; (c) hires the CEO and monitors performance; and (d) assures compliance with relevant laws, regulations and sound practices.	The purpose of the Associate Board Member position is to provide a familiarization and training opportunity for credit union members who are potentially interested in being elected to the Board of Directors.	The Supervisory Committee: (a) hires the credit union's external auditor and oversees the audit; (b) supervises the internal audit function; (c) verifies member accounts; and (d) oversees the credit union's financial condition to ensure it is soundly managed.
Minimum qualifications	Board candidates and incumbents must meet all of the following qualifications: (a) member of the credit union in good standing; (b) bondable and at least 18 years of age; (c) accessible by phone and electronic mail; and (d) not a Sunmark employee or related to or the "significant other" of a Sunmark employee or volunteer.	Associate Board candidates and incumbents must meet all of the following qualifications: (a) member of the credit union in good standing; (b) bondable and at least 18 years of age; (c) accessible by phone and electronic mail; and (d) not a Sunmark employee or related to or the "significant other" of a Sunmark employee or volunteer.	Supervisory Committee candidates and incumbents must meet all of the following qualifications: (a) member of the credit union in good standing; (b) bondable and at least 18 years of age; (c) accessible by phone and electronic mail; and (d) not a Sunmark employee or related to or the "significant other" of a Sunmark employee or volunteer.
Individual expectations	Board members are expected to: (a) review meeting packets and other materials; (b) attend and actively participate in regular meetings (4 <sup>th</sup> Thursday of each month) and special meetings; (c) serve on at least one Board committee; (d) take advantage of educational and informational opportunities; and (e) adhere to a code of conduct and good governance policies.	Associate Board members are expected to: (a) review meeting packets and other materials; (b) attend and actively participate in regular meetings (4 <sup>th</sup> Thursday of each month) and special meetings; (c) take advantage of educational and informational opportunities; and (d) adhere to a code of conduct and good governance policies. Unlike Board Members, Associate Board Members may not vote on any matters.	Supervisory Committee members are expected to: (a) review meeting packets and other materials; (b) attend and actively participate in regular meetings (2 <sup>nd</sup> Tuesday of each month); (c) periodically attend Board meetings; (d) take advantage of educational and informational opportunities; and (e) adhere to a code of conduct and good governance policies.

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# Nominating Committee: Volunteer Application

**Please attach a resume (required)**, including a brief summary of your biographical data and qualifications. By applying, you will be considered for available positions on both the Board of Directors and the Supervisory Committee. If you're not selected by the Nominating Committee, you may still run for the Board of Directors by meeting certain qualifications. These will be explained to you should you choose to apply and run. Please note that these are strictly unpaid volunteer positions.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Years as a Member \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_

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

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Reason(s) for Wanting to Volunteer (You may attach additional sheets):

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Sunmark Federal Credit Union by-laws prohibit any individual from serving as a Board Member, Associate Board Member or Supervisory Committee Member if she/he has been convicted of a crime. Have you ever been convicted of a crime, other than minor traffic violations, which did not result in license suspension or revocation?

No  Yes Please explain: \_\_\_\_\_

Sunmark Federal Credit Union by-laws prohibit any individual from serving as a Board Member, Associate Board Member or Supervisory Committee Member if he/she is a relative or family member of or in a significant relationship with anyone who is a Sunmark employee or another Board Member, Associate Board Member or Supervisory Committee Member. Do you have any relatives, family members, or significant others who are currently employed by Sunmark or who currently volunteer for Sunmark Federal Credit Union?

No  Yes Please list name(s) and nature of relationship(s): \_\_\_\_\_

\_\_\_\_\_

By signing below, I agree to be nominated and will serve if elected. In addition, I will allow my name and likeness to be used in various publications to inform the membership and general public of my nomination, election, appointment, and or/ service as a volunteer. Also, I have read and signed the Authorization Form on the reverse side of this document, allowing Sunmark to obtain a credit report about me from time to time. I understand that this application is to ensure I am a member in good standing, with a history of good credit, so as to provide the membership with a volunteer of high integrity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information requested on this form will only be used for the purpose of evaluating the applicant for a volunteer position.*

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# Authorization Form

Name \_\_\_\_\_ Member Account # \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Note To Volunteer Applicants:** Please read the statement below, sign and date this form, and return it as part of your completed Volunteer Application.

I authorize Sunmark Federal Credit Union to obtain a credit report about me through the credit reporting agency of its choice. If chosen to serve, I further authorize Sunmark Federal Credit Union to check my credit record, as needed, on a continuing basis, as it relates to my volunteer position.

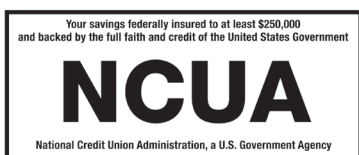
I understand that if an adverse decision is made due totally or partially to the information on the credit report, the Credit Union will give me a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this application **printed with signature in original ink** and a **copy of your resume (required)** to any Sunmark Federal Credit Union office or mail it to the address listed below. Thank you!

Sunmark Federal Credit Union  
Attn: Susan Fischer  
1187 Troy-Schenectady Road  
Latham, NY 12110



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# Board/Supervisory Committee Candidate Confidentiality Agreement

Candidates for positions on the Sunmark Federal Credit Union ("Sunmark" or the "Credit Union") Board of Directors and/or Supervisory Committee may be provided with access to Sunmark confidential information including, but not limited to, private employee information, member information and/or internal Credit Union financial information, irrespective of the form of the information or the manner in which it is communicated, including, without limitation, any oral or electronic communications (the "Confidential Information"). Such Confidential Information may be provided during candidate interviews and from time to time up through and including the candidate's formal appointment or election to the Sunmark Board of Directors or appointment to the Supervisory Committee.

As a condition to, and as consideration for, the undersigned being furnished such Confidential Information, the undersigned agrees to treat as confidential and act with absolute integrity relative to maintaining the confidentiality of all such Confidential Information. Unauthorized disclosure or inappropriate use of any such Confidential Information by the undersigned may give rise to legal liability pursuant to applicable bylaws, and federal and state laws and regulations, and shall also give Sunmark the right, in addition to compensatory damages which may be available, to obtain injunctive relief without having to show irreparable harm from such disclosure or use or that money damages would not be an adequate remedy.

I hereby acknowledge by my signature below that I have read and will abide by the Sunmark Board/Supervisory Committee Candidate Confidentiality Agreement.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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