



TCT Federal Credit Union Volunteer Application

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

Member Account #: _____

Area(s) of Expertise: _____

Reason(s) for wanting to volunteer: _____

By signing below, I agree that I will serve if elected. Also, I hereby authorize TCT Federal Credit Union to obtain a credit report on me, from time to time, from a credit reporting agency, in conjunction with my application for nomination. 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 _____ Date _____

Please return this application by mail or delivery to the address listed below.

TCT FEDERAL CREDIT UNION
SECRETARY OF THE BOARD
416 Rowland Street • Ballston Spa, NY 12020 • 518-884-7002

If you serve on the Board or any committee, our members' information and the credit union's information is strictly confidential. If you are an owner or shareholder of a business, TCT may be prohibited from conducting any business with those companies while you serve.

Credit Union Board and Committees

The Board of Directors and Committees that the Board appoints are volunteer positions. As a member-owned financial cooperative, TCT relies on member volunteers to 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 TCT FCU volunteer, you can help TCT continue to grow and respond to members' needs. Volunteering also provides an exciting opportunity to learn, develop business and leadership skills and network with others. We look for the following skills and attributes from our volunteers:

- Membership in good standing with TCT
- Believe in the not-for-profit cooperative spirit of credit unions and TCT
- Actively engage in meetings to help TCT improve for its members
- Able to work as a team member
- Be available for all monthly and occasional special meetings
- Make the time to review the monthly reports to participate in meetings
- Knowledge of financial reports is not required but it would be a plus
- Willing to attend planning sessions and training programs at TCT's expense
- At least 18 years of age and bondable by our insurance
- Favorable credit rating
- Not a family member of or in a significant relationship with a TCT Management employee, Director or Supervisory Committee member

Board of Directors

- A Board of Director is elected by the credit union's members at our Annual Meeting. Board seats have three year terms and are staggered.
- The Board provides management the direction of the credit union and sets policy framework for management to pursue their directed goals.
- The Board meets with the federal regulator at least once a year and oversees management to ensure that TCT meets the regulatory requirements for federal credit unions.
- The Board must meet at least once a month and whenever deemed necessary. It also evaluates the CEO.

Associate Board Director

- Associate Board Directors are appointed by the Board.
- They attend and participate in Board meetings and some committee meetings throughout the year.
- They do not have voting rights but are expected to provide the Board their insight on matters brought to the Board.
- Must attend various credit union meetings at least 8-10 times a year.

Supervisory Committee

- Supervisory Committee members are appointed by the Board for three year terms that are staggered.
- They will meet 5-6 times a year.
- The Committee's major responsibility is to ensure that the Board's actions protect our members' assets and that management is working within the policies set forth by the Board. The Committee accomplishes this by overseeing the credit union's audit process, meeting with our federal examiners, performing an account verification audit every two years and responding to any member inquiries addressed to them.

Asset Liability Committee (ALCO)

- The ALCO is appointed by the Board.
- Their major responsibilities are to provide oversight and guidance for the asset liability management program of the credit union. This includes interest rate risk and credit risk management, reputation risk and developing strategic risk mitigation strategies.
- The ALCO meets monthly with the credit union's CEO, COO and Chief Lending Officer.
- The ALCO advises the Board on the financial performance and financial strategies of the credit union.

Nominating Committee

- The Nominating Committee must nominate at least one candidate for each vacancy on the Board.
- They determine that the nominees are agreeable to run and will accept the position if elected. A brief qualification statement and biographical data must be included for each nominee. This must be done at least ninety days prior to the annual meeting.
- Receive Director Emeritus nominations and present completed nominations to the President of the Board for Board consideration.
- This committee usually consists of three members and doesn't have to be board members.

Education Committee

- Responsible for onboarding and orientation program for new volunteers
- Review and establish educational material and courses for board and committee members
- Work with management to stay abreast with credit union regulations and compliance laws



TCT Federal Credit Union Volunteer Service Agreement & Disclosure Notice

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

If I am chosen or elected to serve as a Volunteer Official on the Board of Directors, or member of one of our Committees that report to the Board and membership of TCT Federal Credit Union, I agree to conform to and abide by the following:

1. Perform my duties in a fiduciary manner understanding that my obligation is to always consider the best interest of the entire membership.
2. Any information I obtain as a Volunteer is understood to be privileged and confidential information, and is not to be used outside the Board, Committee meetings or with Credit Union officials. I understand I must return all documents that the Credit Union has issued to me during my term, to the Credit Union for proper destruction at the request of the Credit Union or expiration of my term.
3. Attend all regular and special meetings when notified including the Credit Union's annual strategic planning session, unless prevented in attending by circumstances beyond my control, in which case I will notify the Board Chairman in advance.
4. Actively participate to the best of my ability in the determination of the Credit Union's strategic direction and governing policies, monitor financial performance, give full attention to all matters of the Credit Union that come before the Board and vote on all issues submitted or proposed for Board action. Ensure that any and all action taken is within the guidelines and regulations set forth by the National Credit Union Administration and other regulatory agencies.
5. Increase and strengthen my knowledge of the credit union movement by attending at least one credit union conference or other educational opportunity each year, as authorized by the Board of Directors.
6. Should any conflict or perceived conflict of interest arise, I will disclose such to the Board immediately and will refrain from voting on any issue related to such conflict. This includes any involvement with any individual, group or organization that may create such conflict with the Credit Union.
7. Provide assistance whenever possible to fellow Board Members, other volunteers and the CEO.
8. Keep personality conflicts to myself and out of Credit Union business.
9. Reimburse the Credit Union for any expenses incurred on my behalf for the attendance of conference, educational seminars, dinners and any other function that I fail to attend without giving sufficient cancellation notice or just cause.

I fully understand that failure to fulfill the duties and responsibilities of the Board of Directors and/or a TCT Committee, under the terms of this agreement, the Federal Credit Union Act and the National Credit Union Administration Rules and Regulations may cause dismissal as a Volunteer Official and may cause me to be personally liable. I acknowledge that failure to complete the educational requirements, while serving my term, will cause me to be ineligible for nomination as an incumbent for credit union elections. I certify also that I have a positive net worth and am current on all outstanding obligations. The credit union is hereby authorized to obtain a consumer report on my credit history and seek whatever information is necessary for completing a background check.

Signature _____ Date _____



TCT Federal Credit Union Volunteer Service Agreement & Disclosure Notice

TCT FEDERAL CREDIT UNION
416 Rowland Street
Ballston Spa, NY 12020

DISCLOSURE and AUTHORIZATION notice regarding consumer reports:

In connection with your volunteer application, TCT Federal Credit Union may obtain information about you from a consumer reporting agency. A consumer report and/or investigative consumer report may be requested, including information about your: character, general reputation, personal characteristics and mode of living, employment record, education, qualifications, criminal record, driving record, credentials, and/or credit and indebtedness, and may involve personal interviews with sources such as supervisors, friends, neighbors, associates, public records or various Federal, State or Local agencies.

A consumer report and/or an investigative consumer report may be obtained at any time during the application process and if approved as a volunteer any time during your term with TCT FCU.

You have the right, upon written request made and after the receipt of this notice, to request a disclosure of the nature and scope of the investigative consumer report.

Before an adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency and a summary of your rights under the Fair Credit Reporting Act.

I have read and acknowledged receipt of the above notice:

Printed Name: _____

Signature: _____

Address: _____

Date: _____ *(Must be signed no more than 90 days prior to receipt of consumer report request)*

Social Security # _____

AUTHORIZATION:

This shall authorize the procurement of a consumer report by TCT Federal Credit Union as part of the background investigation. If appointed, this authorization shall remain on file and shall serve as an ongoing authorization for TCT Federal Credit Union to procure consumer reports at any time during my volunteer period.

Printed Name: _____

Signature: _____ Date: _____