

# BOARD OF DIRECTORS APPLICATION



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## BOARD OF DIRECTORS POSITIONS AND GOVERNANCE POLICY

Dakota West Credit Union is supervised by a five-person Board of Directors including a President, Vice-President, Secretary/Treasurer, and two Directors. If you are interested in serving the membership of Dakota West Credit Union in one of these capacities, please review the General Policy Statement of the Board of Directors outlining the Philosophy and Expectations and the Committees from Section 1.1 of the Board Governance Policy (revised as of February, 21, 2018).

## APPLICATION PROCESS

Please submit your resume and a statement of your qualifications to Jeff Meyer, Chief Executive Officer, Dakota West Credit Union at [jeffm@dakotawestcu.org](mailto:jeffm@dakotawestcu.org). Please include a brief paragraph as to the reason why you would like to serve on the Board of Directors. Thank you.

## GENERAL POLICY STATEMENT

- I. Board Philosophy and Expectations
  - A. Philosophy
  - B. Expectations
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### Board Philosophy and Expectations

#### Philosophy

1. The primary role of the Board is to: (1) understand, support and ensure fidelity to the Dakota West Credit Union's mission, vision and values, and (2) carry out the functions of the office of Board Members and/or Officers as stated in the bylaws.
2. The Board focuses on developing the broad policies (e.g. long-term direction, approval of changes to governing documents and overall financial philosophy) that govern the implementation of Dakota West Credit Union's plans and purposes.
3. The Board places a high priority on working to ensure good working relationships amongst themselves and with the CEO. Consequently, mutual respect and effective communication are high values.
4. The Board considers itself a trustee of Dakota West Credit Union and does its best to ensure that it is well-maintained, financially secure, effectively led and always operating within the best interest of those the organization serves.
5. The Board sets strategic and overall direction for Dakota West Credit Union.



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6. The Board works mostly at the policy, values and strategic direction level (usually by reviewing and modifying changes to these areas as proposed by the executive leadership).

## Expectations

1. The Board expects confidentiality, open-mindedness and the absence of self-dealing from itself.
2. The Board expects the CEO and the full-time staff to carry out the management and operational aspects of Dakota West Credit Union.
3. The Board refrains from inserting itself into management and staff issues unless requested by the CEO.
4. The Board operates as a governing body which exercises its authority as a whole when in official session. Thus, individual board members have no official leadership roles outside of official Board meetings unless specifically assigned by the Board to participate in a well-defined task (e.g., chair or participate in a Board Committee). Furthermore, while board members are expected to be positive representatives of Dakota West Credit Union, an individual board member may not serve in any official representative capacity for the Board or Dakota West Credit Union without being specifically authorized by the Board to do so.
5. No individual board member gives direction to the CEO. (The CEO and Board Chair and the CEO and the Executive Committee will collaborate outside of board meetings as needed on a limited scope of issues such as planning Board and Committee agendas, setting board-related schedules, etc.)
6. The Board expects to give input to the CEO as part of the strategic planning process and to review and give feedback to the CEO's first draft of the strategic direction. It furthermore expects to hold the CEO accountable for implementing the plan.
7. The Board expects the members of the Board to be committed to fulfilling the mission and vision of Dakota West Credit Union.

## **Committees**

Board Committees facilitates the Board in its ability to carry out its fiduciary responsibilities. These Committees are formed to accomplish board business. The members of these Committees are assigned by the Board. The members of the Committees are usually board members. In certain situations, people other than board members may serve on these Committees; however, in all situations, all members of these Committees are appointed by the Board. The Board may form Committees from time to time as defined within Dakota West Credit Union by-laws. These Committees may be standing committees or they may be formed for specific purposes. The following are current Board Committees:

1. Nominating Committee: This committee is responsible for providing qualified candidates for consideration of Board membership. This committee is comprised of board members. (This committee might also be utilized for nominating Board committee members and Board officers.)
2. Asset-Liability Committee (ALCO): This committee's responsibilities are defined within the Investment Policy. It is comprised of board members as well as management personnel.