



Policy C1.0	Section: Corporate	Rev.3/10/14
Job Description: Member, Board of Directors	Applicability: Volunteers	Page 1 of 2

Job Description: Member, Board of Directors

One of the greatest responsibilities in seeking a position on NCOFCU's Board of Directors lies in understanding the commitment each Board member makes. To that end, the basic job description below shares what is expected of all NCOFCU Board Members.

All prospective candidates are to be made aware of these requirements prior to election. Once elected and agreeing to be a member of NCOFCU's Board of Directors, he/she is committing to fulfill these duties and responsibilities to the fullest extent possible.

Position Title:	Member, Board of Directors
Term:	3 years (unless otherwise designated to fill a vacancy)
Time Commitment:	approximately 2 hours/month

About NCOFCU

The National Coalition of Firefighters Credit Unions Inc. (NCOFCU) is a nonprofit organization representing credit unions primarily serving firefighters and their families. NCOFCU's mission: is to educate, create and maintain a climate of safety, soundness, innovation and unity among firefighter credit unions in order to promote and enhance the initiatives of the credit union movement.

Major Board Responsibilities

- Affirming, and if needed, reassessing the organization's vision, mission and objectives
- Fundraising and diversifying revenue
- Enhancing the organization's public standing and brand awareness
- Monitoring and strengthening programs and services
- Protecting assets and providing financial oversight
- Supporting and evaluating the chief executive
- Building a competent Board
- Ensuring legal and ethical integrity

Expectations

- The Board of Directors meets in person two (2) times per year throughout the United States and holds monthly phone meetings the other ten (10) months.
 - Directors are expected to attend a minimum of one (1) in person meetings per year and 8 phone meetings (a seat can be declared vacant by a majority vote of the board due to recurring unauthorized absences).



Policy C1.0	Section: Corporate	Rev.3/10/14
Job Description: Member, Board of Directors	Applicability: Volunteers	Page 2 of 2

- Directors are expected to review provided materials in advance of meetings.
- Directors should be active participants in meetings – asking questions and sharing knowledge.
- Each director is primarily responsible for their own travel expenses (including lodging) to attend NCOFCU meetings. Reimbursements are provided as indicated in the Directors Expense Policy.
- Board members cannot participate in an in-person meeting by phone.
- Proxies/alternates are not permitted.
- Directors are expected to participate in at least one (1) standing Board committee, and serve on ad-hoc committees as necessary. Time commitments vary by committee.
- Directors are expected to provide input into the revolving strategic plan and monitor the organization’s progress towards achieving established goals.
- Directors are expected to be active between Board meetings by seeking opportunities to elevate the organization through promotion of its mission, programs, and services to decision-makers within organizations that are current and/or potential members, funders or partners.

Qualifications

Ideal candidates will have the following qualifications:

- Be a volunteer or staff member on a member credit union
- Possess a broad perspective on current and future issues faced by firefighter credit unions.
- Demonstrates non-profit board experience.
- Demonstrates NCOFC’s values of leadership, integrity, transparency, collaboration, approachability, responsiveness, expertise, and balance.
- Possess passion for NCOFCU’s mission and guiding principles.