

**2019**  
**BOARD OF DIRECTORS**  
**ELECTION PACKET**

Nomination Process: January 7, 2019 – February 11, 2019



**Annual Meeting – April 18, 2019**  
**3:00 pm Clinton Rd Branch – 2<sup>nd</sup> Floor Offices**



We are CP Federal.

A crazy-smart, wickedly talented team who have a HUGE passion for serving members, the community, and each other. We work for the WOW, go for the GUSTO, and share smiles and laughter every day.



## ***CP Difference – Our Foundation***

CP Federal Credit Union believes credit unions of the future will combine exemplary face-to-face member service with cutting edge technology to create a high performance financial institution. The successful credit union will have an effective sales culture with a key competency in relationship management.

The CP Experience is rooted in enhancing the member experience and creating lifetime member value. The result of the CP Experience being integrated throughout our culture will be to inspire greatness and to be consistent in service to our members and to remember there is no such thing as a bad day; only to live our promise to our members.

Leadership owns the responsibility to create an atmosphere that nurtures the culture so it will continue to develop and meet the expectations of our purpose, mission, vision, and value statements.

### PURPOSE, MISSION, & VISION



#### **PURPOSE**

To inspire the pursuit of a life well lived.



#### **MISSION**

To cultivate legacy-defining moments for the people and places we serve for generations to come.



#### **VISION**

To be your partner in writing a life story that stretches beyond your imagination.



## Our Values

By providing “WOW” service we will produce an emotional bond between Team CP and our members as the hallmark of the CP Experience. We promise to strengthen our emotional bond with the member by the stepping stones we choose to live by – our core values of:



Making joy common in uncommon places



Exceptional stewardship of all interests entrusted to our care



Focus on people over profit, process and product



An empowered organization founded in experience focused solutions



Unwavering faith in people and the virtues of gratitude and humility



Two-way feedback – graciously welcomed and respectfully given



Relentless curiosity



A deep-seated appetite to realize opportunity through innovation



## Duties and Responsibilities – Board of Directors

### Primary Function:

To set policy, plan the Credit Union's strategic direction, ensure that CP Federal Credit Union maintains its sound financial condition, keep communication open, educate members on service, review and supervise the Chief Executive Officer's (CEO) progress in achieving goals and objectives.

Members typically serve three-year terms.

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### Specific Duties:

1. Work with the Chief Executive Officer (CEO) and the Board in developing and refining the Credit Union's vision, mission and strategic goals/objectives.
2. Ensure that the Credit Union adheres to pertinent laws, regulations and sound business practices.
3. Ensure the Credit Union maintains a sound financial condition and that the Credit Union's assets are protected against unauthorized or illegal acts. Designate depositories, authorize borrowing and investing, and provide the safeguards necessary to maintain the proper internal control procedures. Approve interest rates, dividends and refunds. Approve loan limits and savings minimums.
4. Exercise sound judgment in establishing policies (or assuring they are well established) and approve policies for all Credit Union programs and activities.
5. Ensure all products/services are member-driven; to serve on committees; actively promote the Credit Union; and provide resources to achieve the Credit Union's mission.
6. Actively review, approve and monitor the Credit Union's budget, as well as any significant transactions and/or business activities involving member assets.
7. Hire the Chief Executive Officer (CEO), define the CEO's roles and responsibilities, and oversee progress in attaining goals and objectives.
8. Attend Board meetings, exercise judgment independently from the Chief Executive Officer (CEO).

Note: This is a non-exhaustive representation of responsibilities. Additional duties exist beyond those contained above. Adopted from the Credit Union Board of Director's Handbook (CUNA, 1990) and The Board Building Cycle (CUES, 2001).



## Instructions: Board Director Application for Candidacy

To be considered for the Board elective position, apply using the Nominating Committee and/or Petition processes and forms described below. Candidates must be a member in good standing and a minimum of 18 years old. You must meet all deadlines to be eligible for consideration. Please call Shawn Christie, Vice President of Strategy & Collaboration, at 517-841-4116 or e-mail at [schristie@cpfederal.com](mailto:schristie@cpfederal.com) if you have further questions or require more information.

**Nominating Committee Process:** The deadline for submitting request for nomination through this process is **November 15, 2018**. The Nominating Committee will review all submissions for completeness and accuracy. Applicants may also be required to undergo interviews (at a time, date and location appointed by the Nominating Committee). Failure to appear may result in forfeiture of eligibility for candidacy. The Nominating Committee shall determine which applicant names, if any, to recommend for approval and inclusion on the ballot. All Board Nomination Committee's decisions are final. If you apply through this process, please complete the Board of Director's Application for Elective Office form; include a publishable quality statement of 250 words or less.

**Petition Process:** The deadline for submitting a petition for inclusion on the ballot for a Board position is **February 11, 2019**. You may opt to use the petition process instead of or in addition to the Nominating Committee process. Any applicants who submit valid petitions with the required number of signatures will appear on the ballot. If you pursue the petition process, complete and submit the Board of Director's Application for Elective Office form provided in this packet with no less than 200 valid signatures of primary credit union members. Candidates will be allowed to solicit account holder's signatures at the Clinton Rd location on **Thursday, January 31, 2019** and the Spring Arbor location on, **Tuesday, February 5, 2019**. Please contact Shawn Christie, Vice President of Strategy & Collaboration, prior to the dates so we can prepare the site for you.

The following additional information is provided in this packet:

- Board of Director's Duties and Responsibilities Information Sheet (Describes typical duties expected of a Board of Director).
- Board of Director Application for Elective Office. Complete this form and mail materials c/o Shawn Christie, Vice President of Strategy & Collaboration, CP Federal Credit Union 1100 Clinton Rd, Jackson, MI 49202. Applications MUST be received before the designated deadlines to be considered. All submitted materials become the property of CP Federal Credit Union and will not be returned. Application materials and signatures can be dropped off to Shawn Christie's attention at CP Federal Credit Union's Clinton Rd branch.
- Petition Sheets (Enough for 200 signatures) included with Petition Packet



BOARD OF DIRECTORS APPLICATION FOR ELECTIVE OFFICE

METHOD (Check one)

- Nomination only
 Petition only
 Petition/Nomination

Name: \_\_\_\_\_
First Middle Last

Home Address: \_\_\_\_\_
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CP Federal Account # (last 4 only): \_\_\_\_\_

Employment: Current Occupation/Company and Position: \_\_\_\_\_

Special Skills:

- Fundraising/Development
 Information Technology
 Personnel/Human Resources
 Privacy/Security
 Finance/Accounting
 Legal
 Business Management
 Legislative
 Marketing/Public Relations
 Other: \_\_\_\_\_

Professional Background:

- Government
 Non-Profit Organization
 For Profit Business
 Other: \_\_\_\_\_

Education (Specify Highest Level):

- Some High School
 Some Graduate Course work
 High School Graduate
 Graduate Degree or Higher
 Some College
 Trade or Professional Designation
 Undergraduate College Degree
 Other: \_\_\_\_\_

Affiliations (including credit union): \_\_\_\_\_

Additional Information (that maybe helpful ascertaining qualifications to serve):

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\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



Application for Elective Office  
(continued)

PERSONAL STATEMENT/EXPERIENCE OBJECTIVES: Please limit statement to 250 words or less. Any comments provided below may be printed on the election ballot. A separate sheet may be attached if needed. Please include your name on any additional sheets.

Multiple horizontal lines for writing the personal statement.

My signature below: 1) authorizes CP Federal Credit Union to publish my biographical information on the election ballot and other Credit Union publications as needed; 2) Attests to my understanding of all the information provided herein; 3) indicates my acceptance of, and willingness to perform to the best of my ability, all duties and responsibilities of the position sought, if elected; 4) certifies that all the information provided by me is accurate and complete; 5) affirms to the best of my knowledge that I am bondable and would not be refused bond for any reason; 6)authorizes CP Federal Credit Union to conduct any background investigation, credit checks, and/or verification of character necessary to ascertain my eligibility to stand for elective office. I acknowledge that inaccurate or inconsistent information provided may negatively impact my eligibility to be a candidate or serve as a volunteer/director if elected.

Signature

Date

Please mail or drop off application to:

CP Federal Credit Union  
C/O Shawn Christie  
1100 Clinton Rd  
Jackson, MI 49202-2088

Email to:

[schristie@cpfederal.com](mailto:schristie@cpfederal.com)