

Embark Credit Union
P O Box 2649, 1500 River Dr N
Great Falls, MT 59403

Board Director Position Description

Job Summary: The board of director position is a voluntary position. The credit union board is comprised of 7 members. The board is responsible for the general direction and control of the affairs of the Credit Union. The board hires, fires and evaluates the CEO, a paid staff position.

Position Expectations:

Directors are encouraged to be *active board members*. Board meeting attendance is outlined in the Credit Union's bylaws. The bylaws also require regular monthly board meetings.

Board members are expected to be prepared for the monthly meetings. The board materials are available or distributed at least 5 days prior to the monthly meeting. The board uses a consent agenda.

Additionally, the board has several standing committees and occasionally creates other committees as needed for specific reasons. All board members can anticipate being *asked to serve on at least one committee*. The committees do not have regularly scheduled meetings.

Board members are expected to be or become knowledgeable about the credit union and the industry, products and services, and basic financial statement comprehension. Annual participation in *board or Credit Union educational opportunities* is a requirement after the first year of service.

The Board has an Executive Committee comprised of the following office positions: Chair, Vice Chair, Treasurer and Secretary. Officer positions are for one year and are elected annually. *A board member should expect to hold one or more of these positions during his or her board term.*

Time Commitment:

Board terms are generally 3 years. The Credit Union does not currently have term limits.

The monthly board meetings usually last no longer than 4 hours (including a dinner break). Committee meetings generally don't exceed 1-2 hours per month.