



November 22, 2024

**Re: Nomination by Petition Packet for Oxford Federal Credit Union
Volunteer Board of Directors**

Thank you for your interest in serving on the Oxford Federal Credit Union Board of Directors. The attached packet of information and forms contains the following documents:

- Nomination for Director by Petition form to be signed and returned to the Credit Union **no later than February 28, 2025;**
- Petition to Collect Signatures of 1% of membership (193 members)
- Job Description
- OFCU Volunteer Application Form to be filled out and returned to the Credit Union **no later than February 28, 2025;**

To be considered for a position on the Board of Directors, the petition must be signed by at least 1% of the membership of Oxford Federal Credit Union. *All Nominations by Petition must be filed by the Secretary of the Board of Directors by February 28, 2025.*

Thank you for your interest in becoming a volunteer on the Board of Directors of Oxford Federal Credit Union.

**Nominating Committee
Oxford Federal Credit Union
225 River Road, Mexico, ME 04257
(207) 369-9976**

Nomination by Petition

Annual Meeting: April 9, 2025

Nomination by Petition
**FOR DIRECTOR ON BOARD OF DIRECTORS
OXFORD FEDERAL CREDIT UNION**

I, _____, a member in good standings, do hereby submit my name as a candidate for DIRECTOR on the Board of Directors of Oxford Federal Credit Union by *Nomination by Petition*. I have read and understand the duties and responsibilities as defined in the attached Volunteer Application and Agreement and Job Description. I understand the election will be held at the Annual Meeting to be held on Wednesday, April 9, 2025. By signing this Nomination for Director form, and by collecting signatures of at least 1% of the membership of Oxford Federal Credit Union, (approximately 193 members), I hereby agree to have my name placed in nomination, and to serve if elected to the designated term.

Signed: _____ Date: _____

This Nomination for Director by Petition form should be returned to the Credit Union by February 28, 2025.



PETITION FOR NOMINATION
to Oxford Federal Credit Union Board of Directors

I, _____ hereby petition the Secretary of the Board of Directors that, if elected, I will faithfully discharge all duties and responsibilities of the office.

Signature _____

Member Number _____ Date _____

PETITION MUST HAVE 193 (ONE HUNDRED NINETY THREE) NAMES, SIGNATURES AND ADDRESSES OF MEMBERS OF OXFORD FEDERAL CREDIT UNION TO BE VALID.

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VOLUNTEER APPLICATION AND AGREEMENT

Return to:

Volunteer Recruitment Committee
Oxford Federal Credit Union
225 River Road
Mexico, ME 04257

Or email to President / CEO, Joann Bisson:

JoannB@OFCU.org

I am interested in serving as:

_____ **A Member of Oxford Federal Credit Union's Board of Directors**

The Board of Directors is responsible for directing and controlling the affairs of the Credit Union. Board Members are elected to fill three-year terms, and they are expected to attend and contribute at monthly and special event meetings (approximately 3 – 5 hours per month).

_____ **An Associate Board Member**

An Associate Board Member is a non-voting Board member serving in an advisory capacity to the Board and may provide experience to fill future vacancies on the Board of Directors. Associate Board Members are appointed for two-year terms and are expected to attend and contribute at monthly and special event meetings (approximately 3 – 5 hours per month).

_____ **A Member of Oxford Federal Credit Union's Supervisory Committee**

The Supervisory Committee is responsible for ensuring that the Credit Union's financial statements are accurate and fairly presented and that management practices and procedures are safe and sound. Supervisory Committee members are appointed annually to fill one-year terms and are expected to attend and contribute at quarterly and special event meetings (approximately 3-5 hours per quarter).

BIOGRAPHICAL DATA

Name: _____

Phone: _____

E-mail: _____

Address (Street, City, State, Zip): _____

EMPLOYMENT

Employer: _____

Position/Job Title/Occupation: _____

Phone: _____

Address (Street, City, State, Zip): _____

EMPLOYMENT (CONT.)

Hire Date: _____

Responsibilities:

EDUCATION

School Name

Location

Degree(s)

High School: _____

College/University: _____

Other: _____

VOLUNTEER EXPERIENCE:

Date(s)

Organization Name

Position Held

1. _____

2. _____

3. _____

PERSONAL STATEMENT

Why would you like to become an Oxford FCU volunteer?

How do you believe you can contribute to the Credit Union in the volunteer position in which you are interested?

Are you aware of any potential conflict of interest, whether personal, occupational or otherwise, for yourself or family members that may affect volunteer service? If yes, please explain.

REFERENCES

Name: _____ Phone: _____

Address (Street, City, State, Zip): _____

Name: _____ Phone: _____

Address (Street, City, State, Zip): _____

Have you ever been convicted of a felony or a financial-related misdemeanor? Yes No

Section 205(d) of the Federal Credit Union Act prohibits a person convicted of any criminal offense involving dishonesty or breach of trust from participating in the affairs of any Federally insured credit union, except with prior written consent of the National Credit Union Administration (NCUA) Board.

SIGNATURES, CONSENTS AND AGREEMENTS:

I agree to fully comply with all applicable laws, rules, regulations, and the Credit Union's Bylaws and Policies and Procedures, as may be amended from time to time. I certify all information provided is true and correct. I consent that the Credit Union or its Board and/or Committees may undertake to verify information provided; and I authorize the Credit Union to obtain information concerning my credit history, including any credit reports as deemed appropriate by the Credit Union and/or its Board/Nominating Committee (to be used to assess qualifications and insurability/ "bondability") now and in the future. I understand that if an adverse decision is made due totally or partially to the information on my credit report, the Credit Union will give me a copy of the credit report and a summary of my rights under the Fair Credit Reporting Act. I agree that if elected or appointed to a volunteer position with the Credit Union, I may be removed from the Board or any Committee by a majority vote of the Board if the Board determines in its sole discretion that: (1) I have a conflict of interest in serving as a Board Member, for any reason whatsoever (and that the merest appearance of any conflict or impropriety is the standard that shall apply in such determinations); (2) I have failed to perform my duties pursuant to the Credit Union's Bylaws; (3) I do not in all respects comply with all laws, rules, regulations, governmental requirements and the Credit Union's Bylaws, Policies and Procedures; (4) the Board has determined such action to be in the Credit Union's best interests; or (5) there is any material misstatement in this application or I fail to meet the volunteer qualifications. I agree to indemnify and hold the Credit Union and its employees, agents, and volunteers harmless from all costs, claims and liabilities including but not limited to attorneys' fees and court costs arising from or relating to my removal. Except as provided herein, no amendment to or waiver of the provisions of this Application and Agreement shall be effective unless in writing and signed by the parties. No failure on the part of the parties to exercise, and no delay in exercising, any right shall preclude any other or further exercise of any other right. Should any provision of this Application and Agreement be deemed unenforceable by a court of competent jurisdiction, all remaining provisions shall remain valid and binding. Further, I understand that ALL information provided to me in connection with my service as a volunteer with the Credit Union shall at all times be absolutely confidential. I represent and warrant that I will not disclose such information, documentation, data, etc., unless required by law.

Date

Signature of Applicant



Board Member Job Description

Title: Director
Reports to: Membership
Supervises: President/CEO

Primary Functions:

To provide governance for the credit union in the following manner: To approve policy; plan the credit union's strategic direction; ensure the safety and soundness of the credit union; ensure the mission statement of the credit union is carried out; act as a member liaison; select the CEO and thereafter review the CEO's progress.

Board Responsibilities

1. Each Board member must engage in ongoing planning activities as necessary to determine the mission and strategic direction of the credit union, to define specific goals and objectives related to the mission, and to evaluate the success of the credit union's services toward achieving the mission.
2. The Board must approve policies that further the credit union's mission and goals while also ensuring the effective, efficient and cost-effective long-term operation of the credit union.
3. The Board must periodically review the policies to assess relevance to the credit union's changing needs.
4. The Board must approve the credit union's budget on an annual basis and assess the credit union's financial performance in relation to the budget at least four times per year.
5. The Board must maintain the financial stability of the credit union while ensuring opportunities for long term growth and/or sustainability.
6. The Board will hire, set compensation for, and annually evaluate (using mutually established goals) the performance of the CEO.
7. The Board will support the CEO as needed and appropriate to accomplish the credit union's mission and goals.
8. The Board must periodically ensure that a review of internal controls is conducted annually, and that a summary of the results of the review is provided to the entire Board.
9. The Board must periodically assess the need for insurance coverage considering the nature and extent of the credit union's activities and its financial capacity.
10. The Board will consistently gather information from members and seek input on the credit union's strategic issues.



11. Board members are responsible for the ongoing work of the Board, participating in committee work, being prepared for meetings, and attending related events.

12. The Board, together with the CEO, will recruit Board candidates and jointly orient new Directors.

Expectations

- Prepare for and attend all Board meetings, usually 12 per year.
- Attend any scheduled Board retreat or planning session.
- Serve on at least one Board committee.
- Attend the Annual Membership Meeting.
- Commit to the full term for which elected, usually three years.
- Commit 5 hours per month to the credit union's business.
- Maintain confidentiality of all matters involving the credit union and its members.
- Use the credit unions products and services to the fullest extent possible in order to support the credit union and maximize product knowledge for public relations efforts.

Minimum Qualifications

- Be a member in good standing of the credit union.
- Have the ability to communicate in a clear, concise manner.
- Have no criminal convictions involving dishonesty or breach of trust.
- Be at least 18 years of age.
- Be a member who does not hold a management or Board position within another financial institution.
- Have experience in at least one of the following:
 - Business – retail or wholesale
 - Finance – budget analysis, major financial decisions
 - Law



- Real estate acquisition or development
- Personnel management
- Cooperative movement and philosophy
- Non-profit management
- Marketing
- Service on other boards
- Planning
- Meeting Facilitation
- Contract Negotiation