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# CAL STATE L.A. FEDERAL CREDIT UNION

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Volunteer Packet



CAL STATE L.A. FEDERAL CREDIT UNION  
2445 Mariondale Ave Los Angeles CA 90032

## **VOLUNTEER INFORMATION**

As a member-owner financial cooperative, Cal State L.A. Federal Credit Union relies on member volunteers to serve on its Board of Directors and Supervisory Committee. Volunteers ensure financial soundness and guide strategic and policy decisions in a wide variety of areas including member service, product development, technology, marketing, finance and overall operations. Credit unions were founded on the principle of “people helping people”. As a volunteer, you are putting that philosophy into action.

### Board of Directors

The Board of Directors represents the members as a fiduciary, provides strategic leadership for the Credit Union, hires the CEO and monitors performance, and ensures compliance with relevant laws, regulations and sound practices.

The Board of Directors is comprised of seven (7) members. Board members are nominated by the Nominating Committee and elected by the membership at the annual meeting. Terms of office are generally three (3) years and terms are staggered. The Board may appoint a member mid-term to fill a vacancy. Board members are not compensated for their services.

### Supervisory Committee

The Supervisory Committee hires the Credit Union’s external auditor and oversees the audit, supervises the internal audit function, verifies member accounts, and oversees the Credit Union’s financial condition to ensure it is soundly managed.

The Supervisory Committee is comprised of no fewer than three (3) members. Supervisory Committee members are appointed by the Board of Directors. There is no term limit. Supervisory Committee members are not compensated for their services.

### Qualifications

- Member of Cal State L.A. Federal Credit Union in good standing;
- At least 18 years of age;
- Must be bondable;
- Have no criminal record, felony convictions or pending felony charges;
- Accessible by phone and email;
- Not a Credit Union employee, not an immediate family member, household member or significant other of a Credit Union employee or volunteer.
- Favorable credit report;
- Available for meetings;
- Willing to attend planning sessions and training programs at Credit Union’s expense;
- No interest(s), influence(s), or relationship(s) which might conflict, or appear to conflict, with the best interests of the Credit Union.

Application Instructions

To apply for a volunteer position with Cal State L.A. Federal Credit Union, please submit the following to:

Ida Chapko  
2445 Mariondale Ave.  
Los Angeles, CA 90032  
[ichapko@calstatela-fcu.org](mailto:ichapko@calstatela-fcu.org)

- Completed and signed Volunteer Application;
- Authorization Form for credit report;
- Signed Code of Ethics;
- Signed Confidentiality Agreement;
- Signed Agreement to Serve.

For more information about becoming a Cal State L.A. Federal Credit Union volunteer, please call Ida Chapko at 323-505-2600 ext. 108 or send an email to [ichapko@calstatela-fcu.org](mailto:ichapko@calstatela-fcu.org).

**VOLUNTEER APPLICATION**

Remit this application along with a signed Code of Ethics, Authorization Form, Confidentiality Agreement, and Agreement to Serve.

**By Mail:** Cal State L.A Federal Credit Union, Attn: Ida Chapko, 2445 Mariondale Ave., Los Angeles, CA 90032 or,

**By Email:** [ichapko@calstatela-fcu.org](mailto:ichapko@calstatela-fcu.org)

**Applying For**    Board    Supervisory Committee

| BOND INFORMATION                           |  |
|--|--|
| Have you ever been denied a security bond? | <input type="radio"/> Yes <input type="radio"/> No |

| PERSONAL INFORMATION   |  |
|--|--|
| Legal Name:  |  |
| Employer/Position:   |  |
| Are You a CSLAFCU Member?  | <input type="radio"/> Yes <input type="radio"/> No |
| List the name and contact information for three personal and/or professional references: | 1.<br><br>2.<br><br>3.                             |

| CONTACT INFORMATION |  |
|---------------------|--|
| Mailing Address:    |  |
| City:               | Zip:   |
| Home Phone:         | Work Phone:  |
| Cell Phone:         | Email:   |
| Best Contact:       | <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Both |

| <b>BACKGROUND INFORMATION</b> (Please attach additional sheets if more space is needed)   |  |
|---|--|
| Briefly detail your educational background:   |  |
| Current and past employment experience:   |  |
| Current or past credit union involvement or other Board experience:   |  |
| Current and past involvement with volunteer or community activities:  |  |
| Briefly describe your primary reason(s) for wanting to serve & any relevant experience that would benefit the direction of CSLAFCU: |  |

|  |   |
|--|---|
| Briefly describe any skills or special interests:  |   |
| List names and relationship of any relatives and/or significant others that are currently employed or volunteer: |   |
| Or   | <input type="checkbox"/> Check here to confirm no relationships exist |

**PLEASE READ CAREFULLY BEFORE SIGNING:**

*I understand and am willing to fulfill the duties and responsibilities of a credit union volunteer. I agree to commit the required time to fulfill all requirements of my volunteer position, including meetings during business hours. I understand that there is no compensation for my services as a credit union volunteer. I am a member in good standing of CSLAFCU, and agree to allow verification of any information provided on this application, including authorization for CSLAFCU to obtain a consumer credit report. I understand that credit union management may review the history of my credit union account(s) to confirm I am a member in good standing.*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

| <b>FOR NOMINATING COMMITTEE USE ONLY</b>                               |   |  |  |
|--|---|--|--|
| Membership Verified <input type="radio"/> Yes <input type="radio"/> No | Member Since:                      MM/YY                                      |  |  |
| <input type="radio"/> Credit Report Authorization Form                 | Credit Report                              MM/YY                              |  |  |
| <input type="radio"/> Confidentiality Agreement                        | <input type="radio"/> Code of Ethics <input type="radio"/> Agreement to Serve |  |  |
| Candidate Accepted? <input type="radio"/> Yes <input type="radio"/> No | Reason(s)   |  |  |

## AUTHORIZATION FORM

Name \_\_\_\_\_ Member Account # \_\_\_\_\_

D.O.B \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

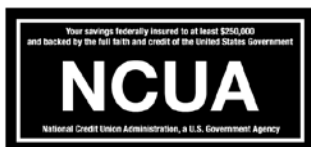
**Note to Volunteer Applicants:** Please read the statement below, sign and date this form, and return it as part of your completed Volunteer Application.

I authorize Cal State L.A. Federal Credit Union to obtain a credit report about me through the credit reporting agency of its choice. If chosen to serve, I further authorize Cal State L.A. Federal Credit Union to check my credit record, as needed, on a continuing basis, as it relates to my volunteer position.

I understand that if an adverse decision is made due totally or partially to the information on the credit report, the Credit Union will give a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CODE OF ETHICS

WHEREAS, the Board of Directors of Cal State L.A. Federal Credit Union feels that it is in the best interest of the Credit Union and its membership to express the basic ethical precepts under which service will be performed, and

WHEREAS, this Code of Ethics is set forth for subscription by all of the volunteers of the Credit Union as follows:

I will:

- Treat all individuals fairly without regard to race, color, religion, creed, age, gender, identity, gender expression, national origin, ancestry, marital status, registered domestic partner status, medical condition, physical or mental disability, veteran status, sex, genetic information, sexual orientation, social or economic level or any other status or characteristic protected under applicable Federal, State or local laws;
- Conduct myself in a manner that will:
  - Enhance the stature of the credit union and its ability to serve its members;
  - Show integrity and independence of judgment; and
  - Promote cooperation and good relations between volunteers, management and employees or the credit union.
- Promote and protect the best interests and reputation of the credit union and the credit union movement;
- Observe the highest standards of personal conduct at all times;
- Strictly uphold the laws, bylaws, rules, policies and regulations relating to the operation of a credit union;
- Guard against and refrain from use of the credit union position for personal or financial advantage or special privilege, and to avoid conflicts of interest with its policies and operations;
- Carry out the duties and responsibilities of the credit union position to the best of my abilities.

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Signature

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Print Name

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Date

*Please submit with your Volunteer Application*



**BOARD/SUPERVISORY COMMITTEE  
CANDIDATE CONFIDENTIALITY AGREEMENT**

Candidates for positions on the Cal State L.A. Federal Credit Union Board of Directors and/or Supervisory Committee may be provided with access to CSLAFCU confidential information including, but not limited to, private employee information, member information and/or internal Credit Union financial information, irrespective of the form of the information or the manner in which it is communicated, including, without limitation, any oral or electronic communications (the "Confidential Information"). Such Confidential Information may be provided during candidate interviews and from time to time up through and including the candidate's formal appointment or election to the Cal State L.A. Federal Credit Union Board of Directors or appointment to the Supervisory Committee.

As a condition to, and as consideration for, the undersigned being furnished such Confidential Information, the undersigned agrees to treat as confidential and act with absolute integrity relative to maintaining the confidentiality of all such Confidential Information. Unauthorized disclosure or inappropriate use of any such Confidential Information by the undersigned may give rise to legal liability pursuant to applicable bylaws, and federal and state laws and regulations, and shall also give Cal State L.A. Federal Credit Union the right, in addition to compensatory damages which may be available, to obtain injunctive relief without having to show irreparable harm from such disclosure or use or that money damages would not be an adequate remedy.

I hereby acknowledge by my signature below that I have read and will abide by the Cal State L.A. Federal Credit Union Board/ Supervisory Committee Candidate Confidentiality Agreement.

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Signature

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Print Name

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Date

## BOARD OF DIRECTORS AGREEMENT TO SERVE

I fully comprehend and do hereby agree, that to serve on the Board of Directors of Cal State L. A. Federal Credit Union, I will conform to and abide by the following:

- Attend all regularly scheduled and special meetings of the Board when notified, unless prevented by circumstances beyond my control, and to promptly notify management if I am unable to attend.
- Use the utmost of professional judgment and discretion in discussing disputed or confidential actions, policies, or issues with Credit Union members, employees, or the general public.
- Avoid all conflicts of interest and any appearance of conflict of interest; I will recuse myself from conversations, deliberations, or decisions involving any individual, group, organization, or issue in which I have a personal or financial interest. Should I find myself in an unavoidable conflict of interest, I will disclose this situation to the Credit Union's Board of Directors.
- Be objective, fair, and thorough in all deliberations: and exercise independent judgment.
- Attend the Credit Union's Planning Session.
- Fulfill the Financial Literacy requirements of NCUA Part 701.4 within the first six (6) months of becoming a Board member.
- Participate to the best of my ability in determining policy and other matters coming before the Board. Give full attention to problems of the Credit Union, and vote on all issues, submitted or proposed for Board action.
- Refrain from using my position as a Board member to influence staff or management regarding any decisions involving personal or business acquaintances.

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Signature

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Print Name

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Date

## SUPERVISORY COMMITTEE AGREEMENT TO SERVE

I fully comprehend and do hereby agree, that to serve on the Supervisory Committee of Cal State L.A. Federal Credit Union; I must conform to and abide by the following:

- Attend all regular and special meetings of the Supervisory Committee.
- Use the utmost of professional judgment and discretion in discussing disputed or confidential corporate actions, policies, or issues with credit union members, employees, or the general public.
- Avoid all conflicts of interest and any appearance of conflict of interest; I will recuse myself from conversations, deliberations, or decisions involving any individual, group, organization, or issue in which I have a personal or financial interest. Should I find myself in an unavoidable conflict of interest, I will disclose this situation to fellow committee members and to the Credit Union's Board of Directors.
- Be objective, fair, and thorough in all deliberations; and exercise independent judgment.
- Attend the Credit Union Annual Planning Seminar.
- Continually strive to increase my knowledge and awareness; and improve my skills as a committee member.
- Recognize my authority as being limited to overseeing the financial condition and internal controls of the credit union; engaging the services of an outside auditor; and to other duties as provided by regulations, state laws, or the bylaws.
- Recognize that I can be suspended by action of the board for any of the following reasons: failure to attend meetings, failure to perform duties as required, dishonesty, or conviction of a felony.
- Be familiar with credit union philosophy and practice, and with the laws and regulations that govern the credit union and its policies.

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Signature

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Print Name

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Date