

**Star of Texas Credit Union**  
**Board of Directors Candidate Filing Form**

Your interest and willingness to serve the Credit Union is appreciated. As a candidate for our Board of Directors you have indicated your desire to serve, to counsel, and to lead. As a member of our Board, you would occupy a special position with the Credit Union, your fellow members, and your community. You should be prepared to dedicate the necessary time to fully execute the duties, which you would assume.

Please take time to read the attached materials before completing the Board of Directors Candidate Filing Form, Directors Application and Agreement to Serve, and Board of Directors Candidate Profile Questionnaire. These forms must be completed, signed, and returned to the Credit Union on or before submission forms deadline of **March 17, 2023**, to be considered by the Nominating Committee. The Committee will announce nominees at least 25 days prior to the annual meeting. **The Annual Meeting is scheduled for April 27, 2023.** Candidate(s) submitting incomplete documents or filing after the deadline will be considered null and void.

To qualify as a candidate for the Board of Directors position a candidate must be at least eighteen (18) years of age, member in good standing for the past three years (a member with a paid up membership currently in effect, and not in default on any obligations owed the Credit Union), never been convicted of any criminal offense involving dishonesty or breach of trust, never been removed by any regulatory authority or government agency as an officer, agent, employee, or consultant or representative of any financial institution, and bondable under the Credit Union's fidelity bond.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS. I ALSO UNDERSTAND MY FAILURE TO COMPLY WITH ANY OF THE DEADLINES OR INSTRUCTIONS WILL RESULT IN MY APPLICATION BEING NULL AND VOID. I FURTHER UNDERSTAND MY CANDIDATE PROFILE QUESTIONNAIRE WILL BE COPIED AND PROVIDED TO CREDIT UNION MEMBERS.

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**NAME (Please Print)**

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**ACCOUNT NUMBER**

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**ADDRESS**

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**CITY/STATE/ZIP**

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**SIGNATURE**

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**DATE**

# **STAR OF TEXAS CREDIT UNION BOARD OF DIRECTORS'**

## **JOB DESCRIPTION**

**Title:** Director  
**Reports to:** Members  
**Supervises:** Manager/Chief Executive Officer/President

Primary Function: To provide general direction and governance of Star of Texas Credit Union. This includes guiding the organization to fulfill its purpose; setting the plans and policies which guide the affairs of the credit union; and ensuring that those plans and policies are properly implemented by following the credit union charter, bylaws, all applicable laws, sound business practices, and the membership's desires. Additional functions include planning, ensuring financial soundness and continuity, and hiring and evaluation of the CEO. Finally, it is the duty of the board to report to the members at the annual meeting. All decisions should be guided by the best of interest of the membership.

### **Specific Duties:**

1. Work with the CEO and the Board to develop objectives and goals for the CU – conduct 'planning' on a regular basis.
2. Ensure the CU adheres to pertinent laws, regulations, and sound business practices.
3. Provide general direction and governance of Star of Texas Credit Union's affairs, as distinct from operational management of the Credit Union, so that the Board may assure itself through knowledge and responsible inquiry that the Credit Union's operating management has performed satisfactorily. The Directors must direct and monitor the affairs of the Credit Union without being involved in everyday managerial activities.
4. Monitor and evaluate the Credit Union's performance and financial condition including the Credit Union's estimated solvency ratio, and to assure that a timely, adequate reporting and information system keeps Directors knowledgeable at all times.
5. Ensure policies are developed. Review policies and bylaws at least once a year. Update as necessary.
6. As needed, approve the staff development of new products and services.
7. Approve the credit union budget.
8. Hire an experienced and competent CEO. Evaluate the CEO. Allow that person the autonomy to manage the operation of the CU. Review the CEOs progress in attaining goals and objectives.
9. Ensure that Succession plans are developed for CEO and Board Directors.
10. Attend all regular and special board meetings, and exercise judgment independently from the CEO.
11. Determines the surety bond needs of the credit union at least annually and ensures that appropriate persons are bonded in accordance with applicable laws and regulations.

12. Evaluates and determines security needs and establishes a records retention program.
13. Maintain all business affairs and affairs of its members in a confidential manner and refrains from any relationship which would create conflict of interest with regard to the credit union.
14. Outside of prescribed policy and legal limits, acts on loans to Directors and Credit and Supervisory Committee members.
15. Fills vacancies on the Board, Supervisory, and ALCO committees.
16. Acts as a positive ambassador for the credit union and its services.
17. Determine the rate(s) of interest on loans, and the rate(s) of interest on refunds, if any, to be paid to borrowing members subject to the limitations of the Texas Finance Code.
18. Determine the rate(s) of interest to be paid on deposits.
19. Designate a depository or depositories for the funds of the Credit Union.
20. Authorize the charge-off of uncollectible loans when necessary, and authorize the establishment and maintenance of reserve allocations as required by commission rules. The Board may also authorize the establishment and maintenance of reserves in addition to those required.
21. Report to the members at the annual meeting.

**Confidentiality:**

Members of the Board of Directors will uphold the highest standards of confidentiality regarding personal member data. Board of Directors will hold in strict confidence the business matters of Star of Texas Credit Union. No credit union officer, director or committee member or employee may disclose to any person, other than the member, or to any company or governmental body the individual savings, shares, or loan records of any credit union member, contained in any document or system, by any means unless specifically authorized to do so in writing by the members, except as authorized by the Texas Rules for Credit Unions.

**Basic Qualification Requirements:**

1. Be a member in good standing of the credit union for the past (3) three years.
2. Have the ability to take and handle criticism for making necessary but unpopular decisions.
3. Have an open mind, the ability to use sound judgment, a willingness to accept responsibility, and the ability to make group decisions with fellow Board members.
4. Have the ability and desire to attend all regular and special meetings of the Board of Directors and at least one educational and planning program per year.
5. Have a demonstrated desire to learn about the credit union, the services, laws, and regulations that govern it, and the responsibilities of a Board Member.

**STAR OF TEXAS CREDIT UNION BOARD OF DIRECTORS**  
**TERMS OF AGREEMENT/OATH OF OFFICE**

I fully understand, and do hereby agree, that to serve on the Board of Directors, I will conform to and abide by the following:

1. Attend all regular and special meetings of the board when notified, unless prevented by circumstances beyond my control.
2. Attend the credit union annual planning seminar.
3. Continually seek to learn more about the credit union organization and its services and about my individual responsibilities as a board member by fulfilling the educational requirements established by the board and understanding the separation of Board governance, and management operational implementation.
4. Consider the business of the credit union and its members to be confidential in nature.
5. Should I ever find myself under obligation to any other group or organization that is in conflict with the CU, I shall disclose the conflict to the board and refrain from voting on issues related to the conflict.
6. Participate to the best of my ability in determination of policy and other matters coming before the board, give full attention to problems of the CU, and vote on all issues submitted or proposed for board action.
7. Give all assistance possible to my fellow board members, appointed officers, and employees of the credit union in the fulfillment of the duties of their offices.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**