



POSITION DESCRIPTION: Associate Director
CLASSIFICATION: Associate Director
REPORTS TO: Board of Directors

ORIGINAL DATE OF INCEPTION: January 28, 2022
BOARD APPROVAL DATE: January 28, 2022

POSITION SUMMARY: The Associate Director supplements the knowledge and experience of the present Board. Although the Associate Director's position is non-voting, the Associate Director is viewed as a means by which continuity of Family First Credit Union's governance activities may be maintained since the Associate Director may be asked to fill a Board vacancy when it occurs.

The Board of Directors is the cornerstone of Family First Credit Union's governance activities providing a monitoring function over the President, overseeing the credit union's strategy and monitoring risks and the credit union's control systems. The Board governs with an emphasis on outward vision; strategic leadership; clear distinction of Board and President's roles; and proactivity. Members of the Board are expected to exercise sound judgment with utmost honesty and integrity while adhering to all Family First Credit Union policies and procedures, and statutory and regulatory requirements.

DUTIES AND RESPONSIBILITIES:

1. Represent the interest of the membership and Family Credit Union.
2. Assist in the establishment of the Strategic Vision for Family First Credit Union.
3. Facilitate and maintain an open avenue of communication among members of the Board and the CEO.
4. Inquire as to opportunities and significant risks facing the credit union and management's ability to identify, analyze, and respond to them.
5. Inquire regarding the adequacy and effectiveness of Family First Credit Union's systems of controls and review recommendations for improvements.
6. Assist with the establishment of fiscal guidelines through the review of the annual budget.
7. Actively maintain the skills and experience needed to strengthen the Board by attendance at credit union related seminars, conferences, and other educational opportunities.
8. Thoroughly review Board of Director packets prior to each Board meeting.
9. Attend and actively participate in Board meetings and the Annual Planning session.
10. Respect and adhere to duties, activities, and obligations outlined in Family First Credit Union's Bylaws, Family First Credit Union's Board of Director Policy, the Michigan Credit Union Code, and other applicable laws or regulations.
11. Serve on committees appointed by the Chair and/or Board in a non-voting capacity.
12. Participate in annual Board self-evaluation of its conduct and adherence to its governance process and authorities.

13. Positively represent Family First Credit Union in both local and credit union communities.
14. Keep abreast of events and issues in the financial industry and the credit union environment.
15. Disclose possible conflicts of interest.
16. Maintain the highest ethical standards.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to think strategically.
2. Understanding of the credit union philosophy and the financial needs of our members.
3. Ability to effectively participate in the decision-making process.
4. Ability to understand basic financial statements.
5. Ability to exercise good business judgment and act in what he/she reasonably believes to be in the best interest of Family First Credit Union and its membership.

REQUIREMENTS:

1. Must be a member or joint owner in good standing (*A member in good standing shall be defined to mean that all loans with the Credit Union are current and that the Credit Union has suffered no losses as a result of the charge-off or discharge in bankruptcy of any loans or other obligations of the member to the Credit Union. If there is a joint owner on the account, he/she and the primary owner must maintain the account in good standing as defined above*).
2. Must be at least eighteen (18) years old as of the date he/she begins to actively serve as an Associate Director.
3. Must be bondable and free of conviction as stated in the Michigan Credit Union Code and any other applicable laws and regulations.
4. Any Associate Director candidate, who is a joint owner, must become a Family First Credit Union member upon acceptance of the Associate Director position.
5. Some knowledge, experiences, and/or training or a willingness to obtain familiarity with basic financial, accounting, and managerial practices.
6. Exercise his/her independence from management and in the interest of Family First Credit Union. Must be free from any financial interest, family, or other material personal relationship that would, in the opinion of the Board or Audit Committee members, interfere with good faith performance of his/her fiduciary duties.
7. Ability to maintain appropriate confidentiality of all credit union business.