



# Associate Board Director Duties & Responsibilities

Reports to: Membership

Last reviewed: March 18, 2025

## PURPOSE

The purpose of the Associate Director Program is to attract, train, and educate individuals to serve OCCU ("Credit Union"), as well as to supplement the knowledge and experience of the Board.

## QUALIFICATIONS

- Be a member of the Credit Union.
- Be committed to fulfilling the necessary time requirements.
- Comprehend the basic financial concepts and procedures critical to the Credit Union operation.
- Function effectively as part of a team.
- Possess personal commitment to promoting the credit union movement.
- Use sound judgment and provide input based on concern for the members' best interest.
- Support the credit union philosophy and credit union movement.
- Agree to and abide by the terms of the Credit Union's *Policy 2.6 Standard of Ethical Conduct*.
- Be eligible to vote in Credit Union elections and at membership meetings.
- Not be employed by the Credit Union, nor be employed by nor an officer of any other depository financial institution, within the past two (2) years.

## DUTIES\*

- **Duty of due care.** This responsibility generally requires that an Associate Board Director must discharge the duties with the care of an ordinary prudent person in a like position would exercise under similar circumstances. (ORS 65.357)
- **Duty of loyalty.** Associate Board Directors have a duty to give their undivided loyalty to the organization. Decisions regarding the organization's funds and activities must promote the organization's public purpose rather than private interest.
- **Duty of obedience.** Associate Board Directors have a duty to follow the organization's governing documents (Articles of Incorporation and Bylaws), to carry out the organization's mission and to ensure that funds are used for lawful purposes.

\*From the Secretary of State's [A Guide to Nonprofit Board Service in Oregon](#).

- The Associate Board Director position is non-voting.
- Through general participation, they may be asked to support the Board with various duties and responsibilities.
- Associate Board Directors serve one (1) year terms.
- Associate Board Directors serve at the pleasure of the Board and can be removed at any time without cause.

## SPECIFIC RESPONSIBILITIES

- Provide input to ensure the affairs of the Credit Union are conducted in a safe and sound manner.
- Participate in discussions about matters that come before the Board.
- Attend monthly Board meetings, and attend additional meetings as requested.
- During their first term, Associate Board Directors attend at least one (1) meeting of each standing Board committee or serve on committees as assigned by the Board Chair.
- During subsequent terms, serve on committees as assigned by the Board Chair.
- Review reports from management.
- Participate in Board training and education, as specified in *Policy 2.1 Education and Travel for Officials*, and become familiar with Credit Union Bylaws and policies as specified by the onboarding process.
- Act with the highest moral and ethical standards in compliance with Credit Union Bylaws and policies.
- Read and understand the basics of the monthly Board packets and materials.
- Annually complete the *OCCU Officials Standards of Ethical Conduct & Confidentiality Agreement* and maintain confidentiality of Credit Union business affairs and information relating to Credit Union members.
- Keep current with laws and regulations that impact Credit Union operations.
- Serve as a Credit Union ambassador.