

**POSITION DESCRIPTION: ADVISORY BOARD MEMBER**

**OVERALL RESPONSIBILITIES**

The Advisory Board member serves Taleris Credit Union, Inc., Inc. (TCU) by assisting the Board of Directors and Management team in a consultative capacity. Advisory Board members help to set the overall direction, strategy, and policies for TCU with the primary interest of the membership at the forefront. Additionally, Advisory Board members ensure that TCU is led and managed well, is in compliance with legal requirements, and serves the members to the maximum extent possible, while protecting the safety and soundness of the organization. Advisory Board members also monitor progress in achieving the goals and objectives outlined for TCU, create a direct link to important professional and technical expertise, and provide assistance to other volunteers without enlarging the governing board. Advisory Board members have no governing function within the organization.

**ADVISORY BOARD STRUCTURE**

- Members are appointed by the Board of Directors to serve a 12 (twelve) month term, which may be renewed term year to term year.
- Up to five (5) individuals may serve as Advisory Board members

**SPECIFIC DUTIES AND RESPONSIBILITIES**

(Jointly with Other Members)

- Develop an understanding of the business, market and industry trends
- Provide “wise counsel” on issues raised by owners/directors and/or management team
- Provide unbiased insights and ideas
- Encourage and support the exploration of new business ideas
- Act as a resource for management team and the board members
- Encourage the development of a governance framework that supports the successful operation of TCU
- Monitor TCU performance
- Purpose challenges to Board members and/or Management team that could improve TCU

(As an Individual Member)

- Responsible for attending regular monthly board and committee meetings, annual and special membership meetings, and periodic planning and strategy meetings.
- Read and evaluate monthly financial statements and other reports before meetings.
- Provide input regarding decisions made by the Board.
- Represent TCU to the community.
- Represent and promote TCU and its services to its members and potential members.
- Fulfill educational and training requirements.
- Disclose possible conflict of interests on issue(s) related to any matters or business that may affect TCU
- Keep informed about any TCU plans, activities and business needs

**KNOWLEDGE AND ABILITIES TO BE ACQUIRED WHILE SERVING AS AN ADVISORY BOARD MEMBER**

- Understanding and commitment to the Credit Union movement and philosophy.
- Ability to think and plan strategically.
- Ability to read, understand and interpret TCU financial statements, reports and analyses.
- Fundamental understanding of laws, rules, requirements, and regulations governing TCU and the Credit Union industry.
- Knowledge and understanding of funds management, asset/liability management concepts, lending and collections, marketing concepts, and risk measurement and management.
- Ability to work and communicate effectively as part of a team.

Must be a member in good standing with TCU (eighteen years of age or older), be capable of attaining the knowledge and abilities referenced, and have sufficient volunteer time to devote to the duties of the position.

**TIME COMMITMENT**

Ten to fifteen hours / month, depending upon committee assignments, positions held as advisory board member. Three to six hours per month to prepare for and attend monthly board meetings. Three to four hours per month to prepare for and attend committee meetings. Two to four hours per month for ongoing education (more for new directors). Attendance at the Annual Meeting, a one to three-day Strategy Planning Session, and Post Planning Sessions. Any of these meeting sessions may also include Saturdays and /or Sundays, as may be scheduled. Periodic attendance at TCU, local, state and national Credit Union events.