

## Board Committees

Committees meet once a month. Their membership is comprised of Board members, non-Board CU members, and a staff liaison. Minutes are taken. Final decisions are not made, but recommendations are made to the Board.

- LP Loan Policy Committee - Review & propose changes to loan policies and present information & make recommendations for new programs. Review and discuss monthly lending activity, trends and changes.
- BD Budget Committee - Review budgets, audit, capital expenditures, delinquency, collection, investments, and financial statements.
- HR Human Resources Committee - Prepare personnel policies, review employee concerns, prepare employment contracts, recommend annual personnel budget, coordinate CEO annual appraisal and review salary charts.
- PR Public Relations Committee - The education committee considers and approves outreach and education strategies for the membership, with special focus on financially underserved. Review policy, support various education programs (IDA, CEO, DFD, Credit Union.) Review, maintain and encourage adherence to our Mission Statement. Nominate to fill volunteer openings and plan Annual Meeting.
- SP Succession Planning Committee -
- GV Governance Committee - The responsibilities are documenting board policies and procedures, board assessment, conflict resolution, training for new and veteran board members, etc.. Nominate to fill volunteer openings
- DV Development Committee - Review credit union's needs for external funding and strategies for obtaining funding.
- SV Supervisory Committee. One year membership, which should include one board member.
- EX Executive Committee - Act on emergency concerns and report back to the board with decisions
  - a. President, VP, Treasurer, Secretary
- ST Strategic Planning Committee - planning for the Strategic Planning Retreat. Continue to put the Strategic Plan in place.
- RV CEO Annual Review Committee
- AL ALCO Committee Measuring and reviewing compliance to the ALM policy's IRR (interest rate risk) parameters. Monitoring and improving the Net Interest Margin

## Annual Board Agenda Items

### MONTHLY

January - December

Balance Sheet Current Month - Last Month - January 1st

Net Interest Income Current Month / Last Month / difference

YTD Current / YTD Prior / difference

Interest Rate Report Current Month / Last Month

Grant Income Worksheet - YTD income / YTD Budget

Product and / or Program analysis (as completed)

1. JAN
  - a. BD Management reports on prior year's financial performance, budget variances, and major financial trends.
  - b. HR 401K discretionary.
  - c. HR BD Set Merit increase range.

- d. ED Nominations to the board and committees.
  - e. ED President and Treasurer write for Annual Report.
  - f. LP BD HR ED DV Review and evaluate prior year's progress toward achievement of credit union's business plan. Net Interest Income Current Qt - Prior Qt - Budget Quarter
  - g. BD Analysis of Actual to Budget and Prior Quarter
  - h. DV Management agreement with AVF and AF.
  - i. PR Review of Annual Report theme and layout
  - j. PR Begin discussion on Annual Meeting
2. FEB
- a. RV Recess to act on the CEO's performance review.
  - b. RV Review Committee meet with CEO.
  - c. GV Statements from board Nominees due mid March.
  - d. BD Program Analysis Report Revenues / Costs: (GoFund, IDA, Cents, VITA, Credit Council, Student Credit Union )
  - e. PR Plan annual meeting: all aspects of meeting and nominees for Jeff Furman Award, Volunteer and Student Volunteer
3. MAR
- a. GV Approve candidate slate.
  - b. Set schedule for review of Board policies.
  - c. RV CEO review completed.
  - d. HR Salary chart review based on surveys.
  - e. HR Liveable Wage update (odd years).
  - f. AL ALM reporting: GAP Report
  - g. AL NEV of Mtg portfolio
    - i. +300 Shock to Income - instantaneous
    - ii. + 300 Shock to Income - gradual
  - h. AL ALM review
  - i. PR Finalize annual meeting plans.
  - j. PR Finalize all award recipients
4. APR
- a. BD Evaluate 1st quarter financial information and budget review.
  - b. PR Annual Meeting.
  - c. PR Nominate for Volunteer of the Year, Jeff Furman, youth Volunteer.
  - d. SV Review of Audit.
  - e. BD Net Interest Income Current Qt - Prior Qt - Budget Quarter
  - f. BD Analysis of Actual to Budget and Prior Quarter
5. MAY
- a. Seat New Board members
  - b. Review guidelines of Standing Committees.
  - c. Make new committee appointments.
  - d. Seat Supervisory Committee, Microloan Committee.
  - e. Attorney reviews legal issues, answers questions.
  - f. BD Approve fee schedule.
  - g. Review VITA for year.
  - h. BD Program Analysis Report Revenues / Costs: (GoFund, IDA, Cents, VITA, Credit Council, Student Credit Union )

6. JUN
  - a. BD Review bond and insurance coverage.
  - b. Orientation for new Board and Staff
  - c. BD Review of approved Brokers
  - d. AL ALM reporting: GAP Report
  - e. AL NEV of Mtg portfolio
    - i. +300 Shock to Income - instantaneous
    - ii. + 300 Shock to Income - gradual
  - f. AL ALM review
  - g. Information Security Policy Annual Report
  
7. JUL
  - a. BD DV Evaluate 2nd quarter financial information and budget review.
  - b. BD Net Interest Income Current Qt - Prior Qt - Budget Quarter
  - c. BD Analysis of Actual to Budget and Prior Quarter
  - d. BD Review fee schedule.
  - e. BD Review insurance.
  - f. Review and evaluate progress toward achievement of credit union's business plan.
  
8. AUG
  - a. Program Analysis Report Revenues / Costs: (GoFund, IDA, Cents, VITA, Credit Council, Student Credit Union )
  
9. SEP
  - a. AL ALM reporting: GAP Report
  - b. AL NEV of Mtg portfolio
    - i. +300 Shock to Income - instantaneous
    - ii. + 300 Shock to Income - gradual
  - c. AL ALM review
  
10. OCT
  - a. BD Detailed review of budget versus actual for current year.
  - b. PR Set Holiday closed dates.
  - c. PR Set date for Holiday Dinner.
  - d. BD Net Interest Income Current Qt - Prior Qt - Budget Quarter
  - e. BD Analysis of Actual to Budget and Prior Quarter
  
11. NOV
  - a. BD First review of next year's budget.
  - b. BD HR PR DV Committee Review of Department goals for coming year.
  - c. HR Holiday Bonus.
  - d. HR Conflict of interest review.
  - e. Next year schedule of Board Meetings.
  - f. Next Year Holiday Schedule.
  - g. HR BD Review of staffing proposal for coming year.
  - h. SV Contract for annual audits.
  - i. LP Change model year for new car lending.
  - j. BD Program Analysis Report Revenues / Costs: (GoFund, IDA, Cents, VITA, Credit Council, Student Credit Union )

12. DEC

- a. BD Adopt new budget.
- b. SP Supervisory Cash count
- c. LP Review Work plans
- d. SV Verification of member accounts (even years).
- e. VITA plan presented.
- f. PR Nominations for Awards - Jeff Furman SR Award, Student volunteer of the year, Volunteer of the Year.
- g. GV Request recommendations for nominations to the board.
- h. RV Set CEO review committee.
- i. RV Receive CEO's Annual Performance Review materials.
- j. BD ALM reporting: GAP Report
- k. LP Present next year work plan
- l. BD NEV of Mtg portfolio
  - i. +300 Shock to Income - instantaneous
  - ii. + 300 Shock to Income - gradual
- m. AL ALM review
- n. HR Compease Salary Chart