



## BOARD RESPONSIBILITIES & REQUIREMENTS

### Responsibilities

Board members' primary duties are to provide leadership and governance for Inclusiv, by ensuring that Inclusiv has sufficient financial resources, and working with the CEO to develop and ensure adherence to the organization's policies, mission, and strategic plan.

#### Provide Leadership and Governance

- Determine the Inclusiv's mission
- Work with the CEO to develop, update and monitor progress toward the strategic plan
- Work with the CEO/staff to develop, update and ensure compliance with all policies
- Ensure that the Inclusiv has adequate resources to sustain the organization's activities
- Prepare for, attend and actively participate in board meetings and planning sessions
- Attend Annual Conference and Membership Meeting
- Promptly respond to CEO and fellow board member requests for feedback and support
- Participate in at least one Inclusiv committee in addition to serving on the board
- Participate in annual CEO evaluation

#### Contribute Expertise and Resources

- Be knowledgeable about Inclusiv, its programs and services, and the CDCU movement
- Share contacts and help Inclusiv build relationships with funders, other CU associations; nonprofits and others that support Inclusiv's mission.
- Board members may make and invite others to make fully tax-deductible donations to Inclusiv, which is a 501(c)(3) organization
- Actively participate on the board and in your committee(s)

#### Promote the Organization

- Promote Inclusiv to current and prospective Inclusiv members
- Actively recruit new members in consultation with CEO and staff
- Promote Inclusiv to state CU Leagues and local chapters
- Contribute to policy advocacy that strengthens Inclusiv and its members
- Educate other stakeholders about Inclusiv, such as banks, foundations and corporations
- Be an ambassador of Inclusiv whenever possible

#### Represent and Support Member CDCUs

- Represent your constituent members (esp. regional directors)
  - Establish routine communications, such as periodic e-mail updates
  - Serve as contact for member feedback
  - Lead regional caucuses at Inclusiv's Annual Conference
- Assist staff in contacting members who have not paid dues

*\* Directors are expected to attend three board meetings annually, as well as the Annual Conference and Member Business Meeting. Typically, board meetings are held as follows:*

- Late Feb-early Mar: prior to CUNA's Governmental Affairs Conference in Washington, D.C.*
- May/June: New York/ date to be determined*
- September/October: in conjunction with Inclusiv's Annual Conference*

## **Board Requirements**

Inclusiv is a diverse organization – a trade association, a charitable organization, and a CDFI-certified national financial intermediary – serving and representing diverse communities across the nation. As such, Inclusiv seeks to ensure that the board of directors represents diverse interests and capacities. The Nominating Committee should be intentional in its efforts to ensure that these requirements are met by potential candidates and/or identify prospective candidates who may meet these requirements.

## **Capacities**

- Actively engaged in the CDCU, credit union and/or community development movements
- Demonstrated commitment to Inclusiv’s mission and values
- Serve as an official of a well-performing credit union
- Familiarity with the operation of charitable 501(c)(3) organization and/or trade association
- Capacity to attend meetings and participate in board activities

## **Diversity of Directors**

Inclusiv board seeks to identify board candidates who reflect and represent the organization’s diverse membership and communities. Inclusiv board strives for:

### **Demographic diversity**

- ❑ Race/ethnicity
- ❑ Gender
- ❑ Rural/urban
- ❑ Geographic regions

### **Institutional diversity**

- ❑ Small and large credit unions
- ❑ Employer, associational and community-chartered credit unions
- ❑ State and federally-chartered credit unions

### **Diversity of experience**

- ❑ CEO/managers
- ❑ CDCU board members
- ❑ Senior staff

### **Skill set diversity**

- ❑ Finance
- ❑ Strategy
- ❑ Fundraising
- ❑ Outreach and marketing
- ❑ Advocacy
- ❑ Not-for-profit (non-credit union) leadership

*Updated 12/20/07*

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