Houston Police CREDIT UNION
For Those Who Serve™

November 25, 2026

Re: **Nomination by Petition Packet for Houston Police Credit Union Volunteer Board of Directors**

Thank you for your interest in serving on the Houston Police Credit Union Board of Directors. The attached packet of information and forms contains the following documents:

- Nomination for Director by Petition form to be signed and returned to the Credit Union **no later than December 31, 2026;**
- Petition to Collect Signatures of 1% of membership (400 members)
- Job Description
- HPCU Volunteer Application Form to be filled out and returned to the Credit Union **no later than December 31, 2026**

To be considered for a position on the Board of Directors, the petition must be signed by at least 1% of the membership of Houston Police Credit Union. *All Nominations by Petition must be filed by the Secretary of the Board of Directors by December 31, 2026*

Thank you for your interest in becoming a volunteer on the Board of Directors of Houston Police Credit Union.

Nominating Committee
Houston Police Credit Union
1600 Memorial Dr. Houston, TX 77007
713.986.0200

Nomination by Petition

Annual Meeting: February 9, 2027

Nomination by Petition

FOR BOARD MEMBER ON THE BOARD OF DIRECTORS

HOUSTON POLICE CREDIT UNION

I, _____, a member in good standings, do hereby submit my name as a candidate for BOARD MEMBER on the Board of Directors of Houston Police Credit Union by *Nomination by Petition*. I have read and understand the duties and responsibilities as defined in the attached Job Description, Volunteer Terms of Agreement and Volunteer Application. I understand the election will be held prior to the Annual Meeting on Tuesday, February 9, 2027. By signing this Nomination for Director form, and by collecting signatures of at least 1% of the membership of Houston Police Credit Union, or 400 signatures, I hereby agree to have my name placed in nomination, and to serve if elected to the designated term.

Signed:_____ Date:_____

This Nomination for Board Member by Petition form should be returned to the Credit Union by December 31, 2026.

Houston Police
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PETITION FOR NOMINATION

to Houston Police Credit Union Board of Directors

I, _____hereby petition the Secretary of the Board of Directors that, if elected, I will faithfully discharge all duties and responsibilities of the office.

Signature _____

Member Number _____ Date _____

PETITION MUST HAVE 400 (FOUR HUNDRED) NAMES, SIGNATURES AND ADDRESSES OF MEMBERS OF HOUSTON POLICE CREDIT UNION TO BE VALID.

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Board Member Job Description

Title: Board Member
Reports to: Membership
Supervises: President/CEO

Primary Functions:
To provide governance for the credit union in the following manner: To approve policy; plan the credit union's strategic direction; ensure the safety and soundness of the credit union; ensure the mission statement of the credit union is carried out; act as a member liaison; select the CEO and thereafter review the CEO's progress.

Board Responsibilities

1. Each Board member must engage in ongoing planning activities as necessary to determine the mission and strategic direction of the credit union, to define specific goals and objectives related to the mission, and to evaluate the success of the credit union's services toward achieving the mission.

2. The Board must approve policies that further the credit union's mission and goals while also ensuring the effective, efficient and cost-effective long-term operation of the credit union.

3. The Board must periodically review the policies to assess relevance to the credit union's changing needs.

4. The Board must approve the credit union's budget on an annual basis and assess the credit union's financial performance in relation to the budget at least four times per year.

5. The Board must maintain the financial stability of the credit union while ensuring opportunities for long term growth and/or sustainability.

6. The Board will hire, set compensation for, and annually evaluate (using mutually established goals) the performance of the CEO.

7. The Board will support the CEO as needed and appropriate to accomplish the credit union's mission and goals.

8. The Board must periodically ensure that a review of internal controls is conducted annually, and that a summary of the results of the review is provided to the entire Board.

9. The Board must periodically assess the need for insurance coverage considering the nature and extent of the credit union's activities and its financial capacity.

10. The Board will consistently gather information from members and seek input on the credit union's strategic issues.

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11. Board members are responsible for the ongoing work of the Board, participating in committee work, being prepared for meetings, and attending related events.

12. The Board, together with the CEO, will recruit Board candidates and jointly orient new Directors.

Expectations

- Prepare for and attend all Board meetings, usually 12 per year.
- Attend any scheduled Board retreat or planning session.
- Serve on at least one Board committee.
- Attend the Annual Membership Meeting.
- Commit to the full term for which elected, usually three years.
- Commit 5 hours per month to the credit union's business.
- Maintain confidentiality of all matters involving the credit union and its members.
- Use the credit unions products and services to the fullest extent possible in order to support the credit union and maximize product knowledge for public relations efforts.

Minimum Qualifications

- Be a member in good standing of the credit union.
- Have the ability to communicate in a clear, concise manner.
- Have no criminal convictions involving dishonesty or breach of trust.
- Be at least 18 years of age.
- Be a member who does not hold a management or Board position within another financial institution.
- Have experience in at least one of the following:
  - Business – retail or wholesale
  - Finance – budget analysis, major financial decisions
  - Law

- Real estate acquisition or development
- Personnel management
- Cooperative movement and philosophy
- Non-profit management
- Marketing
- Service on other boards
- Planning
- Meeting Facilitation
- Contract Negotiation

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Application to Serve as Credit Union Volunteer

Houston Police Credit Union Member Number: _____

I am interested in serving on: _____Board of Directors _____Supervisory Committee

*The **Board of Directors** is responsible for directing and controlling the affairs of the Credit Union. Board Members are elected to fill three-year terms and they are expected to contribute at monthly meetings, and special event meetings (approximately 3 – 5 hours per month).*

*The **Supervisory Committee** is responsible for ensuring the Credit Union's financial statements are accurate and fairly presented and the management practices and procedures are safe and sound. Supervisory Committee members are appointed annually to fill one- year terms and are expected to contribute at monthly meetings and special event meetings (approximately 3-5 hours per month).*

Biographical Data:

Name: _____ Phone: _____

Address: _____ E-mail: _____

City, State, Zip: _____

Employment:

Employer:_____ Phone:_____

Address: _____ Hire Date: _____

City, State, Zip:
_____

Title/Occupation:_____

Responsibilities:_____

Education: *School Name:* *Location:* *Degrees:*

High School:_____

College/University:_____

Graduate School:
_____

Other: _____

Financial Service Experience:

Have you ever held a position with a credit union or other financial institution? If Yes, please complete:

CU/Bank Name: _____Phone:_____

Address: _____Hire Date:_____

City, State, Zip: _____

Duties:_____

Volunteer Experience:

Organization Name:	Position Held:	Date(s):

1._____

2._____

3._____

Personal Statement:

Why do you wish to become a Houston Police Credit Union volunteer?

How do you feel you can contribute to the Credit Union in the position in which you are interested?

Are you aware of any potential conflict of interest, either personal or occupational, for yourself or your family members that may preclude volunteer service? If Yes, Explain:

References:

Name: _____ Phone:_____

Address:_____ Association:_____

City, State, Zip:_____

Name: _____Phone:_____

Address:_____Association:_____

City, State, Zip:_____

SIGNATURES, CONSENTS AND AGREEMENTS:

By signing below I agree to fully comply with all laws, rules, regulations and the Credit Union's Bylaws, as may be amended from time to time. I certify all information provided is true and correct. I consent that the Credit Union or its Board and/or Committees may undertake to verify information provided; and I authorize the Credit Union to obtain information concerning my credit history, including any credit reports and all other investigations noted in this application or otherwise as deemed appropriate by the Credit Union and/or its Board/Nominating Committee. I agree that if elected I may be removed from the Board or any Committee by a majority vote of the Board if the Board determines in its sole discretion that: (1) I have a conflict of interest in serving as a Board Member, for any reason whatsoever (and that the merest appearance of any conflict or impropriety is the standard that shall apply in such determinations); (2) I fail to perform my duties pursuant to the Credit Union's Bylaws; (3) I do not in all respects comply with all laws, rules, regulations and governmental requirements; or (4) if the Board determines such action to be in the Credit Union's best interests. This Agreement shall be governed by and interpreted consistently with the State of Maine laws. Except as provided herein, no amendment or waiver in the provisions of this Agreement shall be effective unless in writing and signed by the parties. No failure on the part of the parties to exercise, and no delay in exercising, any right shall preclude any other or further exercise of any other right. Should any provision of this document be deemed unenforceable by a court of competent jurisdiction, all remaining provision shall remain valid and binding.

Further, I understand that all information provided to me in connection with service as a board member or in any other capacity with the Credit Union shall at all times be absolutely confidential. I represent and warrant that I shall not disclose such information, documentation, data, etc., absent a requirement to do so per a valid legal order or other valid legal process. I agree to be fully liable for all damages should I violate this promise. I agree to entry of an injunction against such disclosure or further disclosure if I should in any way violate this promise. I further agree that I shall personally pay all damages court costs and attorney's fees associated with any action the Credit Union, any employee or Credit Union volunteer may undertake as a result of my breach of this promise.

I certify that I have not been convicted of any criminal offense involving dishonesty or a breach of fiduciary duty.

*Dated:*_____ _____

Signature of Applicant