

DOWNPATRICK CREDIT UNION LTD.

Volunteer Information



The credit union movement is built upon the efforts of thousands of volunteers who give freely of their time and skills to their credit unions in the spirit of cooperation.

DCU has an existing team of volunteers who are seeking to expand their skills and knowledge base in leading and managing the credit union.

DOWNPATRICK CREDIT UNION LTD.

VOLUNTEER INFORMATION 2018

PERSONAL & PROFESSIONAL DEVELOPMENT:

An individual can develop both personally and professionally by volunteering. The benefits of credit union volunteering include:

- ☑ Gain skills and experience in a senior role of a professional financial service provider
- ☑ Education and training
- ☑ Personal development
- ☑ Meet new people from the community
- ☑ Work on developmental and business projects
- ☑ Give something back to the community

DCU committees offer an excellent starting point for new volunteers. These committees provide experience, learning and an active role within the credit union.

Once a volunteer has served the credit union at committee level for a period of time, and training needs have been identified and addressed, you can move into a director or supervisor position.

WHY PEOPLE VOLUNTEER:

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| To learn new skills | To develop new interests |
| To increase employability | To use professional skills |
| To increase self-confidence | To have a purpose, sense of achievement |
| To do something they enjoy | To make a difference, a desire to help others |
| To give back, for example when a family member has benefited from the organisation | To meet new people, have a sense of belonging or community |

GIVING YOUR TIME

We understand that volunteers have many demands in their life. Let us know how much time you can spare and what skills or interest you have and we will do our best to offer you a suitable and enjoyable role. Whatever your skills and background, we would be pleased to hear from you. Help us make a difference with your credit union.

INDUCTION, TRAINING & SUPPORT:

Volunteers are made to feel welcome in DCU and will be provided with specific descriptions of roles and responsibilities. Other DCU volunteers are always on hand to offer advice and support. Full training will be provided.

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VOLUNTEER ROLES

DCU DIRECTOR

A director of DCU is a member of the board of directors (committee of management) which is responsible for the general control, direction and management of the affairs, funds and records of the credit union. DCU Board Members are voluntary employees of DCU. They meet on the second Tuesday of every month from 6.30pm to 8.30pm and make up all the committees within DCU.

DCU OVERSIGHT COMMITTEES

DCU Supervisory committee, Reporting to the board of directors, have responsibility for ensuring compliance by the credit union with regulatory, contractual, corporate and industry best practice standards in all aspects of the credit union's business. The DCU Supervisory committee oversee the work of the Board and Staff, check records and documentation. Members of the Supervisory Committee cannot be Directors

DCU Credit Committee provide an efficient lending service to members within the authorised limits granted by the DCU loans policy and to interview loan applicants for loans up to the authorised limit. The DCU Credit committee meet every Monday from 9am – 11am to make decisions on loan applications, approve withdrawal requests and hold member loan interviews.

DCU Credit Control Committee is accountable for the progressive implementation of credit control procedures in consultation with the Manager as a means to minimising the number of accounts in arrears, and for the control of areas of financial management. The main objective of this committee is to minimise the risk to loan assets by adopting a quick and intelligent response to loan arrears.

DCU Membership Committee approves all applications for membership during the month at the board meeting making sure all documentation is in order.

DCU Staff Liaison Committee meets with Management on the Monday before each board meeting. They then bring any items to the board on behalf of the staff.

DCU Nomination Committee oversee the nomination of new directors and supervisors

DCU Risk Assessment Committee has a primary focus to identify and eliminate any risks that may result in property loss, injury, or legal liability. To safeguard the credit union, its members, reputation, assets and the interests of stakeholders by identifying, assessing and managing all threats to the achievement of its business objectives. Risk Officers work to identify and lessen threats, working to produce and implement strategies and plans to avoid future risks and to design contingency plans if things go wrong, deciding how to avoid, reduce or transfer risks.

DCU CASHIER / TELLER

The Teller will be accountable to the Manager of the credit union for carrying out a range of administrative and operational activities that contribute to the effective running of the credit union.

DOWNPATRICK CREDIT UNION LTD. VOLUNTEER APPLICATION FORM

Application reference (for official use)

First Name

Surname

Address

Postcode

Contact Telephone Number

Email

Gender (please circle)

Male

Female

Age Group
(please
circle)

Under 18

18 - 25

26 - 40

41 - 55

Over 55

Do you consider yourself to
have a disability or
impairment?

Yes

No

If yes, do you have any particular need in relation to your disability or impairment?

Please tick the areas that most interest you		Please tick your availability			
Marketing & Advertising		Tuesday AM		Tuesday PM	
Human Resources		Wednesday AM		Wednesday PM	
Co-operatives and Community		Thursday AM		Thursday PM	
Accounts, Risk & Audit		Friday AM		Friday PM	
Business Strategy & development		Saturday AM		Saturday PM	
Personal Finance & Lending					
Legal & Regulation					
Information Technology					
Cashier/ Teller operations					

