

The Greater Cleveland Cooperative Federal Credit Union
“Subscriber”/Board Member Recruitment and Requirements

Each "Subscriber" has a four-fold duty;

- I. To be a part of the team that works on the administrative aspects of the Greater Cleveland Cooperative Federal Credit Union (GCCFCU) chartering process.
 - II. To build capacity and/or render other technical support to a specific industry, its individual business entrepreneurs through a cooperative entity (which the Subscriber will develop, incorporate.
 - III. Act as Executive Director for the cooperative entity.
 - IV. In the capacity of Executive Director of his/her specific cooperative, Serve on the Board of Directors for the GCCFCU and on the Advisory Board for the partner Community Development Entities (CDE's) or Small Business Investment Companies (SBIC's).
- A. A "Subscriber" for the purposes of the chartering process of the GCCFCU involves the following responsibilities;
1. Becoming knowledgeable about credit unions in general and specifically, the mission of the GCCFCU.
 2. Working with the NCUA "Organizer" to develop a business, marketing and financial plan.
 3. Serving as the ad hoc Board of Director to promote, fundraise and otherwise support the chartering and physical establishment of the GCCFCU and its commencement of operations.
 4. To serve initially (or as needed) as managers or other positions in the GCCFCU, until full/part time personnel is put in place.
- B. A Subscriber for the purposes of "Capacity-building" involves the following responsibilities;
1. Apply the sector-specific expertise as mentorship to the member business operators
 2. Management training
 3. Operational Planning

C. A Subscriber for the purposes of Cooperative Development involves the following responsibilities;

1. Help develop, organize and incorporate, a cooperative entity focusing on the specific industry expertise and serve as the executive director of that newly incorporated entity.
2. Research, create and file appropriate documentation to the appropriate government and business authorities to establish the cooperative entity.
3. Build the Board of Directors
4. Market to and recruit membership.
5. Perform all administrative duties of cooperative entity status compliance.

D. A "Subscriber" for the purposes of Executive Directorship involves the following responsibilities;

1. Must serve on the Board of Directors of the GCCFCU until Low-Income Community (LIC) Representatives replace them per GCCFCU Bylaws, and
2. Must serve on the Advisory Board for any partner Community Development Entity (CDE), CDFI or Small Business Investment Company (SBIC).
 - i. As a Board Member, each subscriber must;
 1. Promote
 2. Advise¹ and
 3. Fundraise (or personally contribute a minimum \$10k)
 - b. As an Advisory¹ Board Member, each Subscriber must;
 - i. Collect (or cause to be collected) market data from its membership
 - ii. Develop (or cause to be developed) market and financial reports
 - iii. Make investment recommendations

"Subscribers," apart from being "fit²," should (but not necessarily) have Experience, Skills and Education in the following industries. Based on need and qualifications and interest, a Subscriber will be assigned to 1 of 8 sectors respectively.

I. Food Services

- A. Urban Agriculture
- B. Food Processing
- C. Food Distribution/Retail

II. Health Maintenance Organization

- A. Prevention
- B. Maintenance
- C. Therapeutic
- D. Holistic/Alternative
- E. Billing

III. Communications

- A. Infrastructure (IS)
- B. Software (IT)
- C. Provisioning
- IV. Housing
 - A. Development
 - B. Construction
 - C. Management
 - D. Financing
- V. Banking
 - A. Management
 - B. Investments
 - C. Retail
 - D. Commercial
- VI. Energy
 - A. Systems
 - B. Management
 - C. Installation
 - D. Utility
- VII. Education (Head Start thru Post Graduate & Technical)
 - A. International Baccalaureate Program
 - B. Montessori
 - C. Methods (Curriculum)
 - D. IEP/Intervention
- VIII. Supporting Organization (NLEH, Inc.)
 - A. TBD

Omnibus “Subscriber” Job Description:

We are looking for a professional Operations Manager to plan, direct and coordinate all organisation’s operations. You will be responsible for improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies.

Responsibilities;

- Produce and deliver omnibus industry sector operational plans with costs, in a timely manner
- Ensure that all member operations are conducted by “best practices,” cost effective and timely manner in alignment with specifications and quality requirements
- Design or improve operational systems, processes and best practises that guarantee industry sector well-being

- Purchase materials, plan inventory and ensure warehouse efficiency
- Contribute towards the achievement of industry sector strategic and operational objectives
- Examine aggregate and individual member financial data/statements and utilise them to improve profitability
- Perform quality controls and monitor production KPI's
- Recruit, train, supervise and appraise entrepreneur capacities
- Cater to clients' or personnel's concerns

Requirements;

- Proven working experience as operations manager
- Adequate knowledge of organisational effectiveness and operations management
- Budget development and oversight experience
- Familiarity with business and financial principles and practices
- Working knowledge of budgets, forecasting and metrics (Support Entity requires working knowledge of econometrics)
- Basic IT skills (databases, MS Office etc)
- Ability to effectively communicate across the organisation and with members
- Meeting facilitation and organisational skills
- BS degree or demonstrable equivalent job experience in operations management or related field

¹ Advise: Collect market data and make recommendations to the investment and lending committees of GCCFCU and AND Direct, LLC.

² Fit: Of good to excellent personal credit-worthiness, no bankruptcies or felonies.