

Talquin Electric Cooperative

Trustee Expectations/Requirements

Following is a list of expectations/requirements for Trustees of Talquin Electric Cooperative. Candidates for Trustee should be sure to read and understand all of these items before considering a position on Talquin's Board of Trustees:

- Board members are elected by Talquin's Membership at the annual meeting. There are nine Board members (Trustees), and three are elected/re-elected every year. Board members serve three year terms.
- All Board members attend annual meetings, even if it is not their year for re-election. This meeting is currently held on the last Saturday of April each year. Registration and voting begin at 8:30 a.m., and the business portion of the meeting begins at 10:00 a.m. After the annual meeting (usually around noon) the Board holds a reorganizational meeting where they elect officers for the next year.
- The Board has two scheduled meetings per month, usually a workshop on the 1st Monday and regular Board meeting on the 3rd Wednesday. Dinner is provided at 5:45 p.m., and the meeting begins at 6:30 p.m. Meetings are usually at the Headquarters in Quincy and typically last three to four hours. On special occasions, meetings may be held at different locations throughout our service area. Meeting and workshop days are subject to change. However, this is not frequent. Also, special Board meetings may be required, which may be in person or by telephone. These special meetings are very rare.
- Trustees are provided an iPad for all Board related documents and electronic communications. Electronic Board meeting packets are provided to Board members prior to each planned meeting. These packets contain information that will be considered in the upcoming meeting. Board members review this packet in detail in preparation for the meeting.
- Telephonic meeting attendance is possible; however, Board members are strongly encouraged to attend all meetings in person. Telephonic attendance should be reserved for extenuating circumstances, only.

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- Meeting per diem:
 - For each of the first two workshop/Board meetings in a month, mileage at the IRS rate (currently \$0.54 per mile) plus:
 - \$650 for attendance in person or telephonic attendance if the Board member is out of town on Cooperative Business in lieu of any other per diem; or
 - \$350 for telephonic attendance if the Board member is out of town on personal business
 - \$350 for any additional meetings in a month, whether attendance is in person or telephonic
 - \$350 per meeting, plus travel expenses, for attendance at any other meetings pertaining to Cooperative business
- Each Trustee is strongly encouraged to complete the National Rural Electric Cooperative Association Credential Director Certification (CDC) within their first three years of service. After completion of the CDC, additional Board Leadership or Gold Credential levels are optional, but encouraged. This education and training ensures that Talquin Trustees have the proper expertise to use in conducting their governing and fiduciary duties.
 - The CDC consists of five core courses:
 1. Director Duties and Reliabilities
 2. Understanding the Electric Business
 3. Board Operations and Process
 4. Strategic Planning
 5. Financial Decision Making

These courses are offered at various National Rural Electric Cooperative Association (NRECA) meetings and conferences throughout the United States while attending the following meetings/conferences:

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- NRECA Annual Meeting
- NRECA Directors Conference
- Florida Electric Cooperative Association Summer Leadership Conference
- NRECA Directors School
- NRECA Regional Meeting
- NRECA Winter School

These meetings/conferences are normally three to five days in duration.

- Talquin Members periodically contact Board members to share concerns or issues (i.e. power outages, water concerns, etc.). Trustees spend time listening to their constituents and generally will need to follow up with the General Manager. In addition, these types of concerns are shared with other Board members at the meetings and workshops as Directors' reports.