

GENERAL ROLE OF A CU REP

To distribute information, provided by PenFinancial Credit Union, to co-workers in a timely and effective manner.

To communicate, to the Credit Union, any suggestions and/or feedback/comments from co-workers regarding Credit Union information, products and services.

QUALIFICATIONS

The CU Rep must be:

- Interested and committed to promoting the services of the Credit Union to their co-workers through the information that is provided to them by the Credit Union

DUTIES

- Keep their co-workers informed on PenFinancial Credit Union products, services and special promotions by posting Credit Union information on bulletin boards or distributing information directly to co-workers
- When applicable, provide feedback from co-workers to the Credit Union in order to assist the Credit Union in the provision of school relevant products services and special promotions

APPRECIATION

- Periodical draws will be held throughout the school year for various tokens of appreciation i.e. gift certificates, Credit Union clothing items etc.
- In May, all CU Reps will be invited to a CU Rep appreciation wine and cheese evening

RESPONSIBILITIES OF PENFINANCIAL CREDIT UNION

- Provide the CU Rep with the PenFinancial Marketing Assistant contact information
- The PenFinancial Marketing Assistant will discuss, with the CU Rep, Credit Union products, services, service culture and general information and will provide the CU Rep with written materials to ensure they are able to answer general questions pertaining to the Credit Union.