

# NOMINATION PACKAGE

**AGM Thursday, January 21, 2010**  
**Rhizome Café**  
**7pm**

Please read the handbook and the questionnaire carefully. If you would like to run for the Board of Directors or the Credit Committee, please contact Jill Kelly at [jkelly@ccec.bc.ca](mailto:jkelly@ccec.bc.ca).

The Board nomination committee is: Helesia Luke; Tammy Lea Meyer; and Ian MacKenzie

## **CCEC Credit Union, its board and staff welcome you as a nominee and volunteer!**

At this year's annual general meeting several of our CCEC members will stand for election as either a Director of the Board or a Credit Committee member.

This is an opportunity to enhance your knowledge of your community and acquire an education about the credit union system. Your participation on the Board of Directors, Credit Committee, or other committees will require a serious time and energy commitment. A description of the time required and responsibilities involved in these positions is listed below.

### **Board of Directors**

As a director you will become a team member in the governance of the credit union and will be volunteering for a three year term. Our meetings are currently held every third Thursday of the month for approximately three hours. There are also occasional special meetings held to discuss board initiatives and special projects of the directors, such as long term planning. Directors are also encouraged to sit on one or more of the various Board committees. (See descriptions below.)

New directors must complete the Credit Union Director Achievement Training. This training is in two stages. The first year, directors must complete the computer-based training modules and attend a half-day workshop. In the second year, directors must complete a simulation, in which you actually run a credit union for five years. There is another half-day workshop following completion of the simulation. The training cost is covered by CCEC Credit Union.

It is the responsibility of the Board of Directors to oversee the running of the credit union and to delegate the authority for the day to day operation to the manager. We are

guided in carrying out our duties by CCEC policies, credit union legislation and the hard work of our committee members. Welcome to this educational and rewarding position.

## **Committees of the Board**

**The Investment and Lending Committee** is made up of management, board and credit committee representatives and meets quarterly. This committee is required by legislation. Its main responsibilities are to monitor the credit union's ability to comply with its current investment and lending policies, and to annually review the policies.

In addition, the committee acts as the credit union's finance committee. The quarterly financial statements are reviewed against budget, previous year's performance, and system results.

**The Audit Committee** and the **Conduct Review Committee** are both made up of the full board. They are required by legislation.

**The Strategic Planning and Development Committee** The Strategic Planning & Development Committee is made up of directors appointed by the board. Its main responsibility is to organize and support effective board strategic planning and development.

## **Credit Committee**

CCEC's Credit Committee fulfils an important role in maintaining the credit union's integrity and commitment to the community. This committee of seven members meets monthly with lending staff to consider loan applications. CCEC membership loans are evaluated using standard loan criteria, applied to personal, business, and mortgage loans which are beyond staff approval limits.

The Committee also monitors loan delinquencies and, with the Board, recommends and approves amendments to the Investment and Lending Policy.

This provides an opportunity for staff and committee members to discuss CCEC's values and apply creative solutions to the financial problems that may face our membership. The Credit Committee's decisions are guided by CCEC's mission statement, investment and lending policy, and credit union legislation.

There are two to four joint meetings annually of the Board of Directors and the Credit Committee to review policy and co-ordinate lending objectives. The Credit Committee requires a serious commitment but the rewards are many in light of serving your community.

# Nomination Form

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

1. Age: \_\_\_\_\_ (Must be 19 years or older.)

2. When did you join CCEC? \_\_\_\_\_ (Must be a member in good standing for 6 consecutive months.)

3. Have you ever been bankrupt? \_\_\_\_\_ Date of discharge: \_\_\_\_\_ (Must be at least 5 years ago.)

4. Have you ever been convicted of an offence?

(i) in connection with the promotion, formation or management of a corporation. \_\_\_\_\_

(ii) involving fraud. \_\_\_\_\_

5. Have you ever been registered under the Securities Act, the Mortgage Brokers Act., or the Commodity Contract Act and had your registration cancelled? \_\_\_\_\_

6. Are you a public servant whose duties relate to financial institutions? \_\_\_\_\_

7. Do you have a conflicting interest that prevents you from properly discharging the duties of a director/credit committee member of the credit union? \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Before you can be nominated at the Annual General Meeting, you must complete the Nominations Declaration.

If you are elected to serve, you will be required to complete the following forms:

- Personal Information return - for the Superintendent of Credit Unions
- Related Party Disclosure form - for CCEC
- Conflict of Interest declaration - for CCEC
- Code of Ethics - for CCEC

-----  
For Nominating Committee use only:

\_\_\_\_\_ qualifies to run for election.

\_\_\_\_\_  
Nominating Committee chairperson

please turn over page...

# NOMINATION DECLARATION

I, \_\_\_\_\_, am willing to stand for election and, if elected, to serve as a ( Director / Credit Committee Member ); to observe the provisions of the Financial Institutions Act and Regulations, the Credit Union Incorporation Act, and the Company Act as applicable; to comply with the conflict of interest guidelines adopted by the directors, from time to time, and; to observe the Rules of the credit union and procedures relating to the election and the conduct thereof.

Signed at Vancouver, B.C. this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature