



NOMINATIONS INFO

Annual General Meeting Wednesday, February 6, 2019

Location: Café Deux Soleils,
2096 Commercial Drive,
Vancouver, BC V5N 4B2

6:00pm Registration Opens, 7:00pm Business Meeting

Thank you for considering a role as a volunteer at CCEC on either the Board of Directors or the Credit Committee. Key information is provided below, please contact Joanne MacKinnon at the Credit Union: 604-254-4100 if you have other questions.

CCEC is a credit union (financial services co-operative) owned and controlled by its consumer members. Our members elect our directors and credit committee members at annual general meetings, and you must be a member of the credit union to stand for election. These two bodies provide for community control of CCEC, subject to the Credit Union Incorporation Act, Financial Institutions Act and the credit union Rules.

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 held monthly 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 (level 1) in the first year on the board. The CUDA program uses computer-based training modules, followed by a full-day workshop. The credit union will also support further director development as needed.

It is the responsibility of the Board of Directors to oversee the running of the credit union. The Board provides strategic direction, policy frameworks, and monitors performance. The General Manager reports to the Board and has authority for the day to day operations. We are guided in carrying out our duties by credit union legislation and the hard work of our committee members. The Board also gets advice from our auditors, regulators, consultants, and professionals at Central 1 Credit Union (the credit union for credit unions).

Committees of the Board include:

The Investment and Lending Committee is made up of directors, credit committee representatives and the GM. 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 committee reviews financial statements, budget variance reports, policy compliance reports, and performance and risk management metrics.

The Audit Committee and the Conduct Review Committee are both made up of the full board. They are required by legislation; the former communicates with our external auditor and the latter oversees our policies and transactions with 'related parties' (directors, staff, etc.).

The Strategic Planning and Member Engagement Committee is made up of directors appointed by the board. Its main responsibility is to organize and support effective board strategic planning, performance monitoring, and the development of member communications and services.

Credit Committee

CCEC's Credit Committee fulfills 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. Loan applications 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.

Orientation and training on technical issues is largely done by staff. The loan approval process 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 also periodic joint meetings 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 the benefits of serving your community.

NOMINATIONS

We ask that interested persons **complete the attached form & declaration**, and file with the credit union Nominating Committee as early as possible. The Committee screens applications and may make inquiries;

- To ensure candidates meet the basic qualifications,
- To determine what skills individuals may offer,
- To ensure candidates understand the expectations of them, and
- To recruit nominees to fill the vacancies arising and to build the capacity of the board or committee.

The Nominating Committee can answer questions from candidates.

Elections are conducted at the Annual General Meeting. Candidates are asked to speak to the members' meeting prior to the election. Candidate information may be requested in advance of the meeting and may be posted on our website, e-Newsletters, or in meeting notices.



Nomination Form

Nominee 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? _____ (If yes, please elaborate.)

Signed: _____ Date: _____

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

If you are elected to serve, you will be required to provide a **criminal records check** and a **bankruptcy search**, as well you will have to complete the following forms:

- Personal Information return - for the Superintendent of Financial Institutions
 - Related Party Disclosure form - for CCEC
 - Conflict of Interest declaration - for CCEC
 - Code of Ethics - for CCEC
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NOMINATION DECLARATION

I, _____, am willing to stand for election and, if elected, to serve as a (Director / Credit Committee Member).

I agree

- to observe the provisions of the Financial Institutions Act and Regulations, the Credit Union Incorporation Act, and the Business Corporations Act as applicable;
- to comply with the conflict of interest guidelines and policies 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

Please respond to the following two statements. The Nominating Committee may circulate these responses to CCEC members at or prior to the AGM elections. (You may respond in a separate document.)

I want to serve in this volunteer capacity because:

I have relevant skills, experience and interests in the following areas: