

TRINTOC (PENAL) CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOMINATION GUIDELINES AND PACKAGE

Volunteerism has always played a pivotal role in the co-operative movement. As members and owners of their Credit Unions, they have a corporate responsibility to serve voluntarily, thereby overseeing the operations and ensuring the success of the society. This philosophy is what sets credit unions apart from other financial institutions.

The Nominating Committee is comprised of members of the society in good standing appointed by the Board of Directors in accordance with Bye Law 26:

- a) Committee members who are Officials and Non-Officials of the Credit Union; and
- b) Officers who will not be standing for election at the upcoming general meeting.

The Committee whose duty shall be to identify and shortlist suitably qualified members in good standing, who are willing to be considered for election to the Board of Directors, Credit or Supervisory Committees at the Annual General Meeting.

To this end, an assessment will be conducted by the Nominating Committee to ensure all nominees meet the prerequisites as set out above and can be recommended to the membership as having the pertinent competencies essential to strengthen the Board of Directors, Credit and Supervisory Committees.

Perspective nominees should carefully peruse the Nomination Guidelines and Application Package.

Nomination applications should include the following completed documents:

- Application Form (*Each application must be signed by the nominee, a proposer and seconder and must have a Resume and passport-size photo attached*)
- Areas of Expertise/Experience Assessment
- Skill/Capability Assessment
- Disclosure and Declaration

Completed packages must be submitted to Trintoc (Penal) Credit Union Co-operative Society Limited's Nominating Committee either by email to info@trintocpenalcu.com or at TPCU's office located at 90A Clarke Road, Penal 710424 in a sealed envelope by **Friday 5th April, 2024**.

All applications should be addressed:

The Chairman
Nominating Committee
Trintoc (Penal) Credit Union Co-operative Society Limited
90A Clarke Road, Penal 710424

Unsuitable applicants will not be acknowledged.

ELIGIBILITY REQUIREMENTS TO SERVE

The **minimum eligibility requirements** to serve as an Officer of a **STATUTORY COMMITTEE** of Trintoc (Penal) Credit Union Co-operative Society Limited are as follows:

- Be 18 years or over.
- Be a member in good standing of Trintoc (Penal) Credit Union
- Shall not be an Officer of the Board of Directors, Credit Committee or Supervisory Committee, a General Manager/Manager or Internal Auditor of another Credit Union
- Shall not be employed or in receipt of a salary or wage from Trintoc (Penal) Credit Union
- Shall not be a member whose spouse, child, parent, brother or sister or such relative is the Manager or Internal Auditor of Trintoc (Penal) Credit Union
- Be of sound mind
- Not be delinquent.
- Not be declared bankrupt or have applied for bankruptcy.
- Not be charged nor convicted of an offence involving dishonesty.

ATTRIBUTES

Trintoc (Penal) Credit Union Co-operative Society Limited expects each Officer of the Statutory Committees to have the willingness and time to serve. Each nominee must possess good leadership skills, knowledge in good corporate governance, individualised integrity, ethical standards, objectivity, the ability to act without real or perceived conflict and the ability to work productively as a team with others in the best interest of the society.

EXPERIENCE

The roles and responsibilities of the society are of paramount importance, and as such Officers of the Statutory Committees must bring a high level of competency and/or experience for the role.

They must possess the abilities to deliberate on assess risk and implement controls. They must be able to perform as part of a team, think analytically, critically and exercise sound judgement on complicated matters.

They must have core knowledge of the Co-operative Credit Union Sector and the concepts, principles and values of the Co-operative movement. They must have the ability to interpret financial statements and auditor's reports. They must be objective in assessing business strategies and operations of Trintoc (Penal) Credit Union's policies and procedures.

(Note: See appendices for roles and responsibilities of each committee from pages 8 – 10)

TPCU APPLICATION FORM

(Tick the appropriate box)

Board of Directors

Credit Committee

Supervisory Committee

(Complete in **BLOCK LETTERS** where applicable)

Full Name: _____

Age: _____

ID/DP/PP: _____

Home Address: _____

Mailing Address (if different from above): _____

Telephone contact: (H) _____ (C) _____ (W) _____

Personal Email address: _____

Member account #: _____ How long have you been a member? _____

Have you ever served? YES / NO

Committee: Board / Credit / Supervisory

Kindly indicate time/s served.

TPCU NOMINATION FORM

(Tick the appropriate box)

Board of Directors

Credit Committee

Supervisory Committee

(Complete in **BLOCK LETTERS** where applicable)

Proposer Name: _____ Account#: _____

Telephone: _____ Email address: _____

Address: _____

Proposer's Signature: _____ Date: _____

Secunder Name: _____ Account#: _____

Telephone: _____ Email address: _____

Address: _____

Secunder's Signature: _____ Date: _____

(Kindly only address areas of expertise and/or experience for which evidence can be provided)

TPCU ASSESSMENT FORM

AREAS OF EXPERTISE/EXPERIENCE

Name: _____
(BLOCK LETTERS)

Please indicate your area(s) of expertise/experience by indicating **E** (Expert), **V** (Very Competent), **K** (Knowledgeable) or **NE** (No Expertise).

(See below for definitions of E, V, K and NE)

NO.	AREA OF EXPERTISE/EXPERIENCE	RATING
1	Credit Union Management	_____
2	Management experience in a financial institution	_____
3	Corporate governance experience	_____
4	Financial Management, Risk Assessment and Control	_____
5	Strategic Planning	_____
6	Marketing/Promotion	_____
7	Regulatory/Compliance expertise	_____
8	Information Technology	_____
9	Legal expertise	_____
10	Communication and Public Speaking	_____
11	Writing/Journalism	_____
12	Volunteerism	_____
13	Human Resource/Industrial Relations	_____
14	Other (please specify)	_____

DEFINITIONS:

E - Expert: You possess a degree or certification in the skill area or have work experience in that same area.

V - Very Competent: You have direct, successful experience in an area as part of your work or volunteer activities.

K - Knowledgeable: You possess knowledge of the base fundamentals and concepts that are encountered in this skill area.

NE - No Experience/Expertise: The area of expertise or experience does not apply to you.

(Please explain and provide details of your response. Attach a separate sheet, if needed.)

TPCU ASSESSMENT FORM

SKILL/CAPABILITY

Name: _____

(BLOCK LETTERS)

Trintoc (Penal) Credit Union Co-operative Society Limited expects that each nominee will bring to the Credit Union a certain level of knowledge and experience, demonstrate certain attributes and adhere to certain principles.

The following questions will help to assess the extent to which you meet these expectations.

Please indicate **YES** or **NO** in the space provided.

NO.	SKILL OR CAPABILITY	YES/NO
1	Do you meet the minimum eligibility requirements?	_____
2	Are you free of any conflict of interest?	_____
3	Do you have the relevant time and energy to serve?	_____
4	Are you proficient in oral and/or written communication skills?	_____
5	Do you consider yourself to have integrity, ethical standards and respect of privacy and confidentiality in your interactions?	_____
6	Are you adept at interpreting and understanding financial statements, reports, able to assess and resolve the implications of these documents?	_____
7	Do you have prior experience serving on a Board or Committee of a credit union, to make informed and complex decisions?	_____
8	Can you distinguish between the Board's role and various Committees' role?	_____
9	Can you recognize and assess business risk and strategic opportunities?	_____
10	Do you consider yourself as having the ability to think, act and speak with conviction and confidence?	_____
11	Do you have access to an electronic device (computer, laptop or tablet) and internet?	_____

TPCU DISCLOSURE AND DECLARATION

- The names and addresses of the Statutory Committee members are furnished to regulators.
- The application information is confidential and will stay at Trintoc (Penal) Credit Union Co-operative Society Limited.
- If you satisfy the minimum requirement, you will be required to attend an orientation session and submit a brief profile (written) which will be presented to the General Meeting.
- Non-adherence to the Nomination Procedures of the Trintoc (Penal) may result in a nominee being disqualified.
- Trintoc (Penal) Credit Union Co-operative Society Limited may conduct background checks on all nominees. By signing this disclosure, you give your consent to a criminal background check as well as credit reports in connection with this application.

I affirm that I have read and reviewed Trintoc (Penal) Credit Union Co-operative Society Limited Nomination information. I have completed the application, Areas of Expertise/Experience Assessment, Skill/Capability Assessment and understood the Disclosure and Declaration.

I hereby consent and give my authorization for you to conduct a background check and credit check for your review and consideration in determining my suitability to serve on the Board of Directors/Credit Committee/Supervisory Committee of Trintoc (Penal) Credit Union Co-operative Society Limited.

My signature below confirms my understanding and acceptance of these statements.

Name (BLOCK LETTERS) _____

Signature: _____ **Date:** _____

TPCU ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

The Board of Directors shall be entrusted with the general management of the Society. The Board of Directors shall consist of nine (9) members to serve for a term of three (3) years as elected at an Annual General Meeting.

The Board shall exercise all the powers of the Society except those reserved to the Annual General Meetings of the members. Members of the Board of Directors have the responsibility to:

- a. Reconvene monthly meetings later if a quorum of the Board is not present.
- b. Provide input and participate in decisions of the Board.
- c. Read and evaluate monthly financial reports and other Board materials before meeting.
- d. Ensure the Credit Union complies with all applicable regulations.
- e. Act on all membership applications.
- f. Approve Credit Union policy, financial statements, the annual budget, and the Strategic Business Plan.
- g. Authorize the appropriate investment of Credit Union funds.
- h. Determine from time to time the services, loan interest rates and terms.
- i. Authority to declare a share dividend at the AGM only after all expenses and mandatory payments have been made and regulatory requirements met.
- j. Ensure the safe preservation of the Credit Union's books and records.
- k. Authorize the writing off regarding uncollectable loans and their removal from the books.
- l. Propose amendments to the Credit Union Bye Laws.
- m. Plan and reside over all Annual and Special meetings.
- n. Report to the AGM on activities and financial performance yearly.
- o. Appoint specific committees and task forces as may be necessary to improve the administration of the Credit Union and its services.
- p. Ensure that the Credit Union's Supervisory and Credit Committees are fulfilling their duties and responsibilities.
- q. Keep the business of the Credit Union and its members confidential.
- r. Remain current on all credit obligations with the Credit Union.
- s. Appoint an Internal Auditor and other staff of the Society.
- t. Appoint an Education Committee at its first meeting after an Annual General Meeting.
- u. Designate bank or banks in which funds of the Society shall be deposited.

TPCU ROLES AND RESPONSIBILITIES

CREDIT COMMITTEE

The Credit Committee shall comprise of five (5) members elected at the Annual General Meeting. The Credit Committee is responsible for the general supervision and granting of all loans to members of Trintoc (Penal) Credit Union Co-operative Society Limited.

The Credit Committee must also verify the ability of borrowing members and their co-makers to meet their obligations under the terms and conditions of their loans. The Credit Committee is entrusted to maintain/ ensure compliance with the credit union's loan policy.

Roles and Responsibilities:

- i. Assist the Board of Directors to develop and update the Credit Policy.
- ii. Regularly review loan policy and analyse loan portfolios to ensure compliance.
- iii. Shall enquire carefully into the financial position of borrowing members and their endorsers to ascertain their ability to repay fully and promptly the obligations assumed by them and ascertain whether the loan promises to be of benefit to the borrower.
- iv. Meet not less than once a week and act in accordance with the Loan Policy set down by the Board of Directors. Additional meetings shall be held from time to time as business may require.
- v. Adherence to Loan Policy.
- vi. Provide/recommend counselling for member where necessary to promote wise credit management.

TPCU ROLES AND RESPONSIBILITIES

SUPERVISORY COMMITTEE

The Supervisory Committee shall comprise of three (3) members elected at the Annual General Meeting none of whom shall be eligible for service on the Board or Credit Committee. No member shall serve for more than three (3) consecutive terms.

The committee will be the statutory internal auditors of the Trintoc (Penal) Credit Union Co-operative Society Limited.

Roles and Responsibilities:

- i. Make an examination of the affairs of the Society, including an audit of its books at least semi-annually and report its findings to the Board and if necessary, convene a Special General Meeting and submit its report at such meeting.
- ii. Make an annual report of its audit and submit same to the Annual General Meeting of the members.
- iii. Can recommend the suspension of any member from the Board or Credit Committee and convene a Special General Meeting within thirty (30) days to act on such suspension.
- iv. Confirm (at least one member) the monthly financial statement prepared by the Treasurer/Manager of the Society.
- v. Examine the share, deposit and loan balances. The securities, cash and all loan applications. They shall satisfy themselves that all documentation meets compliance requirements.