

Board of Directors  
Candidate Nomination and Information Form



# Candidate Nomination and Information Form



**Weyburn**  
Credit Union

This application serves as your expression of interest to be considered as a candidate to run for the Board of Weyburn Credit Union Limited. Your personal information will be collected, used and disclosed strictly for the Board of Directors' election process. If you have any questions regarding privacy and your application please contact CRO Bill Pittman at 306-842-6641.

## General Information

\_\_\_\_\_  
Surname First Name Middle Name(s)

\_\_\_\_\_  
Street Address, P.O. Box, or RR City Postal Code

\_\_\_\_\_  
Include name and number of the Rural Municipality if your address above is a PO Box or RR:

\_\_\_\_\_  
Home Phone Mobile Phone Business Phone

\_\_\_\_\_  
Email

## Background

## Education and Experience

\_\_\_\_\_  
Current Occupation Current Employer Resume Included: Yes No

\_\_\_\_\_  
Previous Occupation, if pertinent Previous Employer

| Operational Areas of Expertise | Industry Experience    | Education             | List Designation, Degrees, Diplomas, etc. |
|--------------------------------|------------------------|-----------------------|---|
| Admin/Management               | Agriculture            | Some high school      |   |
| Entrepreneurship               | Construction           | High school graduate  |   |
| Education                      | Financial Services     | Some college          |   |
| Finance or Accounting          | Government             | Undergraduate college |   |
| Health Care                    | Health                 | degree                |   |
| Human Resources                | Hospitality            | Professional          |   |
| Marketing/PR                   | Law                    | designations:         |   |
| Sales                          | Media and Broadcasting | Some graduate         |   |
| Strategic Planning             | Natural Resources      | coursework            |   |
| Technology                     | Real Estate            | Graduate degree or    |   |
| Trades                         | Retail                 | higher                |   |
| Other:                         | Technology             | Degree/College        |   |
|                                | Other:                 | Other:                |   |

## Relationship with Weyburn Credit Union

Why are you interested in becoming a Board Member for Weyburn Credit Union Limited?

Please describe the extent of your relationship or experience with Weyburn Credit Union. (For example, is WCU your primary financial institution? How long have you been a member?)

## Community Service

Please indicate if you have served as a Board Member for any other organizations. If so, in what capacity?

Please describe your volunteerism or community involvement.

## Relevant Skills or Competencies - Experience or Training

If you possess any of the following attributes or abilities, please complete the applicable section by describing any experience or training you have within that area. Examples are welcome.

**Leadership** – The ability to take on a role as strategic leader; the ability to establish and build effective working relationships and networks with a variety of key stakeholders:

**Listening, Understanding and Responding** – The ability to listen, understand, and then respond appropriately when interacting with individuals and groups:

**Judgment** – Being concerned with working towards a standard of excellence and the exercise of good judgment:

**Strategic Orientation** – Understanding the business implications of strategies on the credit union system, the marketplace and the financial services industry:

**Financial** – The ability to accurately read, interpret, understand and apply financial information in the formation of business strategies. (Note: It will be important for candidates to have competencies relative to guiding and directing a financial institution including the ability to understand financial structures and the ability to interpret and apply policies in directing one):

**Regulatory** – The ability to exercise a director's role and responsibilities in compliance with federal and provincial requirements:

**Other** – Briefly describe other relevant skills or competencies that would help make you be an effective Board Member.

## Director Qualifications

The following criteria are the eligibility requirements to be or to remain a director of the Credit Union. Refer to Section 102 of The Credit Union Act, 1998 for the Act's minimum requirements and Weyburn Credit Union's Qualifications of Directors Policy for additional requirements.

- a) Must be 18 years of age or older and of sound mind;
- b) Must be a member of the Credit Union for a minimum of two (2) years and be a member in good standing;
- c) Must be an individual;
- d) Must retain a fully paid membership with the Credit Union;
- e) Must be, and remain, eligible for fidelity bonding;
- f) Must meet the Credit Union Act, 1998, requirements if convicted of a criminal, indictable, or Credit Union Act offense;
- g) Must not be a professional advisor to the Credit Union;
- h) Must not be bankrupt;
- i) Must not have loans in arrears of more than 30 days with the Credit Union or with any other financial institution;
- j) Must not be an employee of the Credit Union or of Credit Union Deposit Guarantee Corporation (CUDGC);
- k) Must not be a member of the immediate family of the Credit Union's CEO, executive management, or Internal Auditor. Immediate family is defined to include spouse, children, parents, brothers, and sisters;
- l) In the previous three (3) years, must not be involved as an individual, owner, partner, or official of a company that was party to a legal action against the Credit Union or a legal action brought by the Credit Union;
- m) Must not have been involved as an individual, owner, partner, or official of a company that caused loan losses, collection costs, or write-offs to the Credit Union;
- n) Must not be a board member of any other financial institution except as a representative of the Credit Union;
- o) Must be able to attend regular Board and committee meetings as per Board policy;
- p) Must be prepared to conduct a significant portion of their financial business with the Credit Union in order to demonstrate confidence in the Credit Union;
- q) Must treat all information on Credit Union business in strict confidence;
- r) When a member is elected as a Board of Director of the Credit Union, that individual will be considered a related party and must comply with the rules of related party status of the Conduct Review Committee.

## Consent

I, \_\_\_\_\_, hereby consent to being nominated as a candidate to run for election to the  
(Print Name of Nominee)

Board of Weyburn Credit Union Limited.

I consent to Weyburn Credit Union Limited making inquiries for the purpose of checking the accuracy of information provided by me and assessing my suitability to be a Director of the Weyburn Credit Union Limited.

I understand that any false or misleading statement contained in the information submitted may result in my disqualification.

I understand that Weyburn Credit Union Limited may request additional information from me.

I have reviewed and fully understand the Director Qualifications included in this information package.

I confirm that I am eligible to submit my name as a candidate for Director of the Weyburn Credit Union Limited for a term of three years.

By signing below and submitting my application, I give Weyburn Credit Union Limited permission to conduct a criminal record check.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Endorsement

Nominees must have the endorsement of two (2) existing members of Weyburn Credit Union Limited. The Board of Directors, management and staff of the Weyburn Credit Union Limited are not eligible to sign nomination forms for any Credit Union member.

I, \_\_\_\_\_ hereby nominate this member as a candidate for Director of Weyburn Credit  
(Print Name)

Union Limited. I certify that I am a member in good standing with Weyburn Credit Union Limited and over the age of 18.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Member Number)

I, \_\_\_\_\_ hereby nominate this member as a candidate for Director of Weyburn Credit  
(Print Name)

Union Limited. I certify that I am a member in good standing with Weyburn Credit Union Limited and over the age of 18.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Member Number)

## Submitting Your Form

Nominees are required to provide a recent head and shoulders, high resolution digital colour photograph (4x6 or passport size and a minimum 300 dpi) as part of a complete nomination package. The photograph can be forwarded electronically.

Please complete the online application and submit your completed Candidate Nomination and Information Package to:

Mail:

Weyburn Credit Union Limited  
Administration Office  
PO Box 1117 Stn Main  
Weyburn SK S4H 2L3  
Attention: Nominating Chair

In person:

Weyburn Credit Union Limited  
205 Coteau Avenue  
Weyburn, SK  
or  
Your nearest branch  
Attention: Nominating Chair

NOTE: Complete nomination packages must be received no later than 4pm on March 19, 2021.

Questions? Contact CRO Bill Pittman at 306-842-6641.

You will be contacted to confirm your eligibility for candidacy.

*Thank You!*

| <b>POLICY MANUAL</b>              |                                |                                  |
|-----------------------------------|--------------------------------|----------------------------------|
| <b>WEYBURN CREDIT UNION</b>       |                                |                                  |
| <b>BOARD OF DIRECTORS - 11000</b> | <b>PREVIOUS AMENDMENT DATE</b> | <b>January 24, 2016</b>          |
|                                   | <b>LAST REVIEW/CHANGE DATE</b> | <b>January 23, 2019</b>          |
| <b>SECTION</b>                    | <b>06</b>                      | <b>DIRECTOR POSITION PROFILE</b> |

**PURPOSE**

The purpose of the position profile is to outline the Director responsibilities and duties in fulfilling the requirements of good governance under The *Credit Union Act, 1998* (the Act) and the Standards of Sound Business Practice, through decision making and oversight.

**POLICY STATEMENTS**

As a member of the Board, a Director acts to establish meaningful strategic direction for the Credit Union that promotes long-term growth and financial stability while effectively serving the interests of the membership. The decision-making function involves formulation of strategic objectives, establishing governing policies, and approving certain significant actions and items. The oversight function includes duty to supervise management’s decisions, to gain assurance of the adequacy of controls and information, and to gain assurance of the effective implementation of governing policies.

Each Director contributes to the success of the Credit Union in carrying out the duties outlined below, to the best of their ability.

**RESPONSIBILITIES**

**Key Responsibility Areas**

**1. Strategic Thinking & Planning**

- a) Understand and keep up-to-date on the emerging trends in the financial services industry and with economic and Credit Union issues in order to provide informed and thoughtful input on strategic and business plans, and form an independent judgment on those plans.
- b) Understand the principles, structure, and business affairs of the Credit Union and its relation with strategic and regulatory partners.
- c) Lead the development of the vision, mission, and value statements for the organization.
- d) Act as a change agent, keeping the Credit Union relevant and progressive by regularly revising strategic direction.



- e) Provide oversight and participate in the establishment of a short and long term strategic plan. Approve objectives, strategies, annual business plans, and performance targets that align with the strategic plan and move the Credit Union towards its vision.
- f) Oversee the effective achievement of the Credit Union's business plan.

## **2. Human Resource Oversight**

- a) Select and supervise the Chief Executive Officer to ensure she/he remains qualified and competent and continues their leadership development.
- b) Formally evaluate the effectiveness of the CEO's performance in managing the operations of the Credit Union and ensure compensation and incentive plans are linked to the achievement of the objectives/goals considered to be important to the success and stability of the Credit Union.
- c) Review the CEO and senior management succession plan annually as per policy on succession planning, to ensure the development and potential replacement of a high performing executive leadership team.
- d) Participate in the selection of Board members through involvement in Director recruitment and succession.
- e) Participate in the ongoing development of individual Directors and the Board as a whole through a periodic assessment process and in accordance to policy for Director development.
- f) Understand and interpret member satisfaction surveys.
- g) Understand the organizational culture and interpret the results of employee engagement surveys by seeking assurance that the desired performance based work environment and compensation philosophy enables the recruitment and retention of qualified human resource talent.

## **3. Financial Oversight**

- a) Possess enough knowledge of accounting and finance to be able to understand, interpret, evaluate and contribute to discussions on financial results, internal controls and reporting issues.
- b) Approve financial statements of the Credit Union and monitor financial performance.
- c) Ensure the engagement of audit processes which inform the Board of adherence to policies and sound business practice. Closely review and, where prudent, implement the recommendations of regulators, auditors and industry professionals which prevent or remedy deficient business practices.
- d) Seek assurance from management that the Credit Union has effective internal controls and measures that safeguard the assets of the Credit Union.

#### **4. Risk Oversight**

- a) Possess enough knowledge of enterprise risk management to be able to understand and assess the Credit Union's framework and regularly revise acceptable levels for major risks as required to support strategic objectives.
- b) Approve and oversee the risk appetite framework that guides the risk taking and opportunity seeking activities of the Credit Union including liquidity, credit, market, regulatory, strategic, operation and other applicable risks.
- c) Establish, communicate and control the Credit Union's risk tolerances by approving policies that set standards for the nature and level of risk the Credit Union is willing to assume.
- d) Ensure adequate reporting structures and systems are in place to facilitate the monitoring of significant risks.

#### **5. Legal and Regulatory Oversight**

- a) Demonstrate high ethical standards of integrity and conduct oneself in accordance with key elements of the governance structure (standards of sound business practice, policies, codes of conduct, conflict of interest, Market Code, etc.). Annually review the codes of conduct and conflict of interest policy to ensure adherence.
- b) Develop knowledge and understanding of legislation and regulations that apply to the operations of the Credit Union to ensure compliance with federal and provincial requirements established within the Credit Union Act, bylaws, CUDGC, AML/ATF and PIPEDA. Annually review AML/ATF and PIPEDA (privacy) requirements and audit and examination outcomes by regulators in accordance with regulation.
- c) Approve and adopt policy, which determine the purpose, governing principles, functions and activities and courses of action of the Credit Union. Review policies as necessary to ensure continued relevance to meet standards of sound business practice and the changing needs of members and the Credit Union's operating environment.
- d) Maintain confidentiality and ensure no misuse of the position of Director or improper use of information acquired directly or indirectly, to gain a personal advantage, or to the detriment of the Credit Union.
- e) Appoint committees, delegate duties and responsibilities to committee members and monitor their performance in relation to the assigned mandate.

### **Key Effectiveness Skills**

#### **1. Decision-Making and Communication**

- a) Actively participate in Board discussions and decision-making, and keep all information confidential until all matters have been publicly disclosed.

- b) Ask relevant questions and obtain satisfactory answers before making decisions. Be willing to raise tough questions in a manner that encourages open discussion and a full exploration of alternatives.
- c) Be open to other opinions and willing to listen. Approach others assertively and supportively, within an atmosphere of collaboration.
- d) Value team and board performance over individual performance, possess respect for others, and have a desire and willingness to reach consensus.
- e) Support a strong, unified and respectful board that speaks with one voice. Every director must publicly support the actions decided by a majority vote of the Board unless the actions are unethical or illegal.

## **2. Preparedness**

- a) Faithfully attend board and committee meetings, and demonstrate willingness to spend time preparing for those meetings by carefully reviewing the agenda and all available information before the meetings. It is important to follow up on any questions that the material may raise.
- b) Proactively seek additional relevant information from other sources when necessary to enhance understanding or to assess the accuracy and validity of the information provided.
- c) Follow through on any assigned responsibilities.
- d) Participate in opportunities for self-development that will enhance one's contributions as a Director of the Credit Union.
- e) Regularly assess one's performance as a director and that of the Board, and take appropriate action to ensure effective personal and team performance.

## **3. Judgment**

- a) Understand that Directors are legally and morally responsible for activities of the Credit Union and exercise due care, diligence and skill in accordance to that of a reasonably prudent person in comparable circumstances.
- b) Make sound, well informed and independent decisions, taking into account the Credit Union's business objectives and risk appetite.

## **4. Leadership**

- a) Establish and build effective working relationships and networks with a variety of key stakeholders that strengthen the Credit Union and enhance its image.
- b) Work toward a standard of excellence and exercise the responsibilities in a proactive manner with a readiness to probe when it is appropriate to oversight. Periodically review the adequacy and frequency of information to fulfill the key responsibility areas.

### 5. Strategic Orientation & Agility

- a) Understand the business implications of the Credit Union's strategies, the credit union system, the marketplace, and the financial services industry. Be able to adjust and adapt to new ideas and processes.

### Competencies and Personal Attributes

The following is an overview of the competencies of an effective Director.

| Competency Groups             | Competency List                   | Definitions  |
|-------------------------------|-----------------------------------|--|
| Knowledge                     | Knowledge of Board & Role         | Understands basic responsibilities, accountabilities and liabilities of a director, including the appropriate role of management and board. Has demonstrated experience with boards and/or committees and modern governance practices. |
|                               | Knowledge of Business             | Understands the Credit Union's core business and the financial services industry.  |
| Analytical & Technical Skills | Financial Acumen                  | Can read, interpret and assess the implications of financial reports.  |
|                               | Group Decision Making Orientation | Can identify and diminish group think tendencies and recognize decision making biases in board discussion. Has the ability to accept and promote board decisions. Assists the board to move towards consensus.                         |
|                               | Change Management                 | Understand the dynamics of change management, and is an advocate for change.   |
|                               | Conceptual Thinking               | Makes connections between apparently separate issues, seeing patterns, trends, or relationships and develops mental frameworks to explain and interpret information.   |
| Thinking                      | Strategic Thinking                | Has the experience and ability to think strategically. Has the ability to relate external business and environmental conditions to operations.   |
|                               | Independent Thinking              | Maintains own convictions despite undue influence, opposition or threat.   |
|                               | Open-Minded, Information Seeking  | Values diverse opinions and builds innovation on the foundation of other people's views.   |
|                               | Objectivity                       | Draws conclusions by impartial evaluation of other perspectives and views without prejudice or bias.   |

| Competency Groups          | Competency List                 | Definitions   |
|----------------------------|---------------------------------|---|
| Personal Style             | Ambiguity Tolerance             | Retains a positive outlook when the group is unable to resolve an issue or reach a conclusion and is willing to take a measured risk even when the outcomes are uncertain. Is able to balance the need to acquire more information with the cost of acquiring it. |
|                            | Effective Judgment              | Applies common sense, measured reasoning, knowledge and experience to come to a conclusion.   |
|                            | Initiative                      | Grasps opportunities and proactively ensures that neither issues nor people are forgotten or overlooked.  |
|                            | Integrity                       | Is trustworthy and conscientious and can be relied upon to act and speak with consistency and honesty.  |
|                            | Self-Awareness                  | Accurately assesses strengths and weaknesses of self and of others and can manage them successfully.  |
|                            | Bias To Learn                   | Invests time learning about the organization, its issues and people, and the industry in which the Credit Union operates.   |
| Social Style               | Orientation To Resolve Conflict | Ensures conflict is resolved with justice and fairness in order to restore healthy relationships.   |
|                            | Communication                   | Gives and receives information with clarity, attentiveness, understanding a perception, and where appropriate with a sense of humour.   |
|                            | Influence & Impact              | Has the ability to influence board members and stakeholders (management, members) in negotiating and impacting at the credit union level.   |
|                            | Political Astuteness            | Has an experienced level of acumen/savvy at Board/member/Credit Union levels.   |
|                            | Team Player                     | Has the ability and willingness to work co-operatively in a team environment.   |
| Commitment To Credit Union | Personal Commitment             | Demonstrates interest in the success of the credit union and ability to be an ambassador. This includes a willingness to conduct the majority of financial business with the credit union and to assist with business and membership development.                 |
|                            | Values Fit                      | Understands and agrees with the mission and values, codes of conduct and commitment to corporate social responsibility.   |

## **AUTHORITY**

The Board as a whole can only make business decisions and approved business plans.

The Board has the authority to make changes to the Director position profile as needed. The CEO and the Chief Risk Officer have the authority to bring forward profile changes and recommendations as required.

## **MONITORING AND REPORTING**

The Director position profile will be regularly reviewed by the Executive Committee and discussed with the Board. Any required changes will be brought forward to the Board for discussion and approval.

## Information

### Call for Nominations

We are looking for innovative and forward thinking Board members - members who want to make a difference and contribute to the success of our Credit Union. Three seats on our Board of Directors are expiring and up for election, each for a three-year term. Two incumbents, Larry Heggs and Kelly Linnell, will be seeking re-election.

All members of Weyburn Credit Union that meet director qualifications are welcome to apply. The Board annually assesses its future needs in terms of skills, knowledge, experience, and/or attributes. An ideal board recruit would bring the following:

- technology/data analytics expertise
- independent business owner
- cultural diversity
- accounting background
- agriculture experience

### Important Dates

#### March 1 to March 19

##### Nomination Period

Nomination packages are available at any branch location, or on our website at [weyburncu.ca](http://weyburncu.ca).

#### March 19 at 4:00pm

##### Nominations Close

Nomination papers can be returned to any branch of WCU, to the attention of the Nominating Committee Chair.

#### April 7 to April 14

##### Elections

As owners, Credit Union members have equal voting rights. You can vote using MemberDirect online or on the app, or visit us in branch.

#### April 21

##### Annual General Meeting

Successful candidates will be introduced at our Annual General Meeting. Details to be announced.

## About Us

We are a growing and innovative credit union! We have assets of over \$600 million, serve over 9000 members, have branches in Weyburn, Lang and Yellow Grass, and are proud to be a large community employer. Every day we strive to be the financial institution of choice. You will find it rewarding and fulfilling to be a part of the success of our Credit Union.

### What is a Board of Directors?

Our Board of Directors is elected by our members. Once elected, the Board represents the interests of all members. They provide vision, leadership, and direction for the success of our Credit Union - today and into the future. They have a huge impact on our membership, our Credit Union, and our community.

### Why should I get involved?

It's a WIN-WIN for you and your CU! The opportunities are limitless. You will enjoy participating in personal and professional development opportunities, being a leader in an innovative and growing organization, networking with community leaders, developing and showcasing your skills and knowledge, and being a part of something bigger than yourself!

### Would I make a good Board member?

A Board member possesses a diverse and comprehensive skill set that is able to represent the interests of our membership. A good member may bring specialized knowledge or experience, may be an entrepreneur or farmer who knows the challenge of owning and operating a business, may have great leadership qualities or other skills to benefit our Board, may share our passion of working together to build a stronger community, or may just have a genuine interest in WCU and in being the voice of our membership.

### What can I expect as a Board member?

**Annual Strategic Planning:** a two day event to set the vision and strategic goals for WCU.

**Monthly Meetings:** where you encourage and evaluate progress towards the strategic goals set.

**Professional Development:** training plans are offered to all Board members.

**Community Involvement:** you will represent WCU and share in the work we do in the community.

### What ISN'T a Board of Directors?

**Credit Committee:** our Board is not involved in member credit decisions.

**Boring:** a position on our Board is anything but! You get the opportunity to grow professionally and personally. It is not an easy position, but it is interesting and rewarding!

**Operational:** our Board is strategic in nature, setting the vision and strategic goals and objectives. They are not involved in the day-to-day operations of the Credit Union.