



*Where you need us to be.*

## Nomination Application Forms

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Interested candidates must complete and submit the Nominations Application Forms by October 31, 2022 at **5:00 p.m. Central Standard Time (CST)**.

Forms may be submitted in any of the following ways:

- Submitted online (automatically directed to the Corporate Secretary/Returning Officer upon completion);
- Printed from the website, and emailed to [myrna.wiebe@accesscu.ca](mailto:myrna.wiebe@accesscu.ca);
- Printed from the website, and handed in at any Access Credit Union branch or corporate office;
- Printed from the website, and mailed to:  
Access Credit Union Limited  
Unit #2 - 23111 PTH #14 Stanley, MB R6P 0B1  
Attention: Myrna Wiebe, Corporate Secretary/Returning Officer

No matter which method of delivery is used, nomination documents are requested by the deadline set above.

This Nomination Form is a fillable PDF. If you complete and sign this form online, it is automatically submitted to the Corporate Secretary/Returning Officer, and a copy supplied to you via the email address you input.

If you are downloading this form to either email directly or to manually complete and hand-in, you should first download the PDF form to your computer or network drive, and then open it with Adobe Reader to complete the form. You can either type information directly into each field, or cut and paste text from your own word processor. You can save your data and re-open the file later to modify or enter additional information.

Application forms must include a signature (electronic signatures are allowed).

# DIRECTOR CANDIDATE APPLICATION FORM

## Part 1 – Candidate Information

To be completed by qualified individuals wishing to be considered as a candidate for election to the Access Credit Union Board of Directors:

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

Member Number or Debit Card Number: \_\_\_\_\_

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

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

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

Access Board encourages expressions of interest from eligible and qualified members who feel they possess or would be willing to obtain key and desired competencies and attributes (as listed in the *2023 Director Nominations Package* and in these forms).

# DIRECTOR CANDIDATE APPLICATION FORM

## Part 2 – Candidate Self-Assessment

The Nominations Committee is committed to strong governance, and, as such, a diverse and experienced Board of Directors. The following self-assessment will assist the Nominations Committee in determining the degree of expertise you will bring to the Board, and which desired individual attributes you possess.

### Competency Self-Assessment

Using the Competency Level Scale below and the descriptions included in Appendix 1, please assess yourself against the competency areas listed.

#### Competency Level Scale

- N/A:** No relevant experience, but willing to learn.  
**Basic:** You understand the basic fundamentals and concepts encountered in this competency area.  
**Good:** You have some experience and knowledge in the competency area.  
**Strong:** You have direct experience or substantial familiarity/knowledge of the competency area as a result of your employment or volunteer activities.  
**Expert:** You possess a degree and/or designation or significant work experience in the competency area.

Please indicate your level of experience/expertise in the table below by indicating:

**B** – Basic      **G** – Good      **S** – Strong      **E** – Expert      **N/A** – no relevant experience

Competency	Rating
<b>1. Governance</b> Board roles & responsibilities; structure; authorities	
<b>2. Business Acumen/Entrepreneurship/Innovation</b> Dynamic environments & stakeholders; change management; elevated productivity & performance	
<b>3. Organizational Control and Compliance</b> Examination & auditing procedures; policy & procedure oversight	
<b>4. Enterprise Risk Management</b> Financial and operational risk; risk monitoring and management	
<b>5. Financial Expertise</b> Financial statements literacy; financial performance indicators	
<b>6. Regulatory Environment</b> Governing legislation and guidance; regulators	
<b>7. Sector Knowledge</b> Co-operative business model; financial services; member needs	

# DIRECTOR CANDIDATE APPLICATION FORM

## Individual Attributes Self-Assessment

Individual attributes are defined as a diverse set of qualities, skills, attitudes, and values. They centre on behaviors that are learned as part of external influences. Individual attributes have common traits, specifically:

- They can be learned or improved upon;
- They refer to a “know-how” as opposed to a “know-that” and require practice to be maintained. Knowledge competencies are “know-that” competencies.
- They are strongly contextual or situational. Attributes are qualities deemed advantageous in the workforce or in society, not as items that have values themselves. They are demonstrated in situations.

For purposes of this self-assessment, consider the listed attributes in the context of the Access Board and the situations you will encounter as a Director. Respond based on how effectively you are able to demonstrate the attribute, not how important it is or how often you use it. Consider each attribute individually, not in comparison to one another.

In the table below, please place an X under the heading you feel best represents your demonstrated ability.

ATTRIBUTE	SCALE				
	Still developing	Sometimes effective	Effective	Very effective	Extremely effective
Action-Oriented					
Communication					
Continuous Learning					
Forward-Looking					
Decision Making					
Interpersonal Skills					
Integrity, Ethics & Values					
Leadership					
Member Focus					
Strategic Perspective					

# DIRECTOR CANDIDATE APPLICATION FORM

## Statements of Interest and Experience

Please provide a brief statement as to why you'd like to be a Director at Access Credit Union and your relevant experience:

As noted in the 2023 Director Nominations Package (p.7), Access Credit Union is seeking applicants with a broad range of business knowledge and depth of experience, whose values align with those of the organization.

In the space below (and/or on a supplemental attached page), please share how your education and/or experience will add value to the Credit Union:

# DIRECTOR CANDIDATE APPLICATION FORM

## Part 3 – Candidate Declaration

### Eligibility Criteria for Directors

#### The Credit Union and Caisses Populaires Act, Section 77

“Any citizen of Canada who is 18 years of age, a resident of Canada, a member of the credit union [and, in this case, a member of Access Credit Union] and satisfies the requirements set out in the by-laws of the credit union except:

- a) an individual with an undischarged bankruptcy; or
- b) an employee of the credit union, a central or guarantee corporation; or
- c) the credit union’s auditor or professional employee or member of the auditor’s firm; or
- d) the credit union’s solicitor or professional employee or member of the solicitor’s firm; or
- e) a civil servant whose official duties are concerned with the affairs of credit unions; or
- f) a real estate appraiser used by the credit union or a professional employee or member of the appraiser’s firm; or
- g) a member who is in arrears for more than 180 days under a debt of obligation to the credit union; or
- h) a member who has a significant interest in a corporation or partnership that is in arrears for more than 180 days under a debt obligation to the credit union; or
- i) the spouse or dependent child of a member referred to in clause (g) or (h)

may be a director of the credit union.”

#### Access Credit Union Bylaws, Section 7.02

“The qualifications to be a director of the credit union are set out in the Act and, in addition, a director shall have the following additional qualifications:

- a) a candidate must have been a member in good standing of the credit union for at least one (1) year;
- b) a candidate must have been a member in good standing of the credit union for at least one year immediately prior to the time of nomination or election, and must remain a member in good standing while a director of the credit union;
- c) a candidate must not have a derogatory credit history and/or outstanding claims against them registered in the Manitoba Court Registry;
- d) a candidate must not have been an employee of any of the parties that formed the credit union at any time within the last five (5) years prior to the nomination or election;
- e) a director must not be an officer, director or an employee of another credit union or a business organization selling competitive products and/or services;
- f) a director must not be an immediate relative of a current officer, employee or director of the credit union with “immediate relative”, for the purposes of this clause, being defined as any one or more of a spouse, father, mother, sister,

## DIRECTOR CANDIDATE APPLICATION FORM

brother, daughter, son, grandfather, grandmother, daughter in-law, son-in-law, mother-in-law and father-in-law; and

- g) a candidate must have signed a written undertaking, in the form approved from time to time by the board, to act in the best interests of the credit union and in accordance with these bylaws, the legislation governing the credit union and any approved policies of the board, if elected as a director.”

### Declaration

I hereby declare that I am qualified to be a Director of Access Credit Union as defined by the *Credit Union and Caisses Populaires Act* (the “Act”), Section 77, and Section 7.02 of the Credit Union Bylaws. If elected, I will comply with the Act, and Access Credit Union Bylaws and policies.

I, as the undersigned, hereby authorize Access Credit Union to conduct a basic credit investigation to ensure sound financial stewardship, and by signature, I also accept as notice in writing of, and authorize, obtaining of any information which the Credit Union may require in connection with the undersigned nomination to the Board of Directors of Access Credit Union (i.e. a Criminal Record Check).

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Candidate Signature

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Date