



BOARD OF DIRECTOR NOMINATIONS

APPLICATION FORMS

Nomination Application Forms

Application Deadline and Submission Process

Interested candidates must complete and submit the Nomination Application Forms by **January 12, 2024** at **5:00 PM CST**.

Forms may be submitted in any of the following ways:

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

Nomination forms must be received by the deadline above, no matter which method of delivery is used.

This Nomination Form is embedded into a cloud-based application. Completing and signing this form online automatically submits the information to the Corporate Secretary/Returning Officer, and a copy is sent to you via the email address provided.

If you are downloading this form to either email directly or to manually complete and hand-in, you should first download and save the PDF form from the link 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.

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

Inquiries about the nominations and election process may contact Myrna Wiebe, Corporate Secretary / Returning Officer by email at myrna.wiebe@accesscu.ca or by phone at 204.331.2107.

Part 1 – Candidate Information

To be completed by eligible 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: _____

Mailing Address: _____

Phone (Home): _____ (Cell): _____

Email Address: _____

Optional questions:

What are your pronouns?* Select all that apply.

* The only way to ensure that an individuals correct pronouns are being used is by asking, which has become an important part of supporting a more inclusive and respectful environment for all individuals at Access Credit Union. Please note, the pronouns you select will be used to refer to you in future communications, including all nomination related communications.

- ☐ She/Her
- ☐ They/Them
- ☐ He/Him
- ☐ Prefer not to say
- ☐ Prefer to self-describe: _____

Do you identify as a person of colour or part of an equity-deserving group? If yes, please specify: _____

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 above in the *Director Nominations Package*).

Part 2 – Candidate Self-Assessment

The Governance Committee is committed to strong governance, and, as such, a diverse and experienced Board of Directors. The following self-assessment will assist the Governance 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, please assess yourself against the competency areas listed.

N/A	No relevant experience, but willing to learn.
Basic	You understand the basic fundamentals and concepts encountered in the 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:

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

Competency	Rating
1. Governance Board roles & responsibilities, structure, authorities	
2. Business Acumen/Entrepreneurship/Innovation Emerging trends, rapid growth, mergers & acquisitions, dynamic environments & stakeholders, change management, elevated productivity & performance	
3. Organizational Control & Compliance Examination & auditing procedures, policy & procedure oversight	
4. Enterprise Risk Management Financial & operational risk, risk monitoring & management	
5. Financial Expertise Financial statements literacy, financial performance indicators	
6. Information Technology & Security Cybersecurity technology & platforms	
7. Legal Legislation, contract language/provisions, legal opinion & documentation	
8. Regulatory Environment Governing legislation and guidance; regulators	
9. Sector Knowledge Co-operative business model, financial services, member needs	

If you have identified Business Acumen and/or Legal & Regulatory Environment as Strong or Expert, please provide further details and specific examples below:

Individual Attributes Self-Assessment

Individual attributes are defined as a diverse set of qualities, skills, attitudes, and values. They center 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 the 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.

Please indicate your level of experience/expertise that best represents your demonstrated ability in the table below by indicating:

SD – Still Developing **SE** – Somewhat Effective **E** – Effective **VE** – Very Effective **EE** – Extremely Effective

Attribute	Rating
Action-Oriented	
Communication	
Continuous Learning	
Forward-Looking	
Decision-Making	
Interpersonal Skills	
Integrity, Ethics & Values	
Leadership	
Member Focus	
Strategic Perspective	

Statement of Interest and Experience

Please provide a brief statement as to why you would like to be a Director at Access Credit Union, and share any relevant experience:

As noted in the Director Nomination Package, 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 supplementary attached page), please share how your education and/or experience will add value to the Credit Union:

As noted in the Director Nominations Package, Access Credit Union is seeking applicants who align with the Board-approved Vision, Priorities, Values and Strategic Themes.

In the space below, (and/or on a supplementary attached page), please share how your experiences and/or qualifications align with the Vision, Priorities, Values and Strategic Themes:

Part 3 – Candidate Eligibility & Declaration

Eligibility

Persons who may be Directors:

The qualifications to be a Director of the Credit Union are set out in the *Credit Union and Caisses Populaires Act*, Section 77, and the Credit Union By-laws, Section 7.02.

Act

Section 77(1) – A person may be a Director of a Credit Union if he or she

- a) is a resident of Canada who is at least 18 years of age;
- b) is a Member of the Credit Union or, in the case of an appointed Director who is not a Member, becomes a Member before the second Board meeting after the date of the appointment; and
- c) satisfies the requirements set out in the By-laws of the Credit Union;

By-laws

Section 7.02 – A Director shall have the following additional qualifications:

- a) a Director must have been a Member of the Credit Union for a minimum of one year prior to nomination or election;
- b) a Director 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; and
- c) a Director must sign 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 By-laws, the legislation governing the Credit Union and any approved policies of the Board, if elected as a Director.

Persons who may not be Directors:

Act

Section 77(2) – A person may not be a Director if he or she is

- a. an undischarged bankrupt;
- b. an Employee of the Credit Union, the Central or the Guarantee Corporation;
 - a. a person who, at any time within 12 months before being elected or appointed as a Director, was an Employee of the Central or the Guarantee Corporation whose responsibilities included assessing or determining whether a Credit Union was in compliance with this Act, the Regulations or the Standards of Sound Business Practice;
- c. the Credit Union's auditor, or a professional employee or member of the auditor's firm;
- d. the Credit Union's solicitor, or a professional employee or member of the solicitor's firm;

- e. an employee of the government whose official duties are concerned with the affairs of credit unions, or a person who was such an employee at any time within 12 months before becoming a Director;
- f. a real estate appraiser used by the Credit Union, or a professional employee or member of the appraiser's firm;
- g. a Member who is in arrears for more than 180 days under a debt obligation to the Credit Union;
- 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; and
- i. the spouse or dependent child of a member referred to in clauses above.

By-laws

Section 7.02

- a. a Director must not have a derogatory credit history and/or outstanding claims against them registered in the Manitoba Court Registry;
- b. a Director 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;
- c. 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; and
- d. a Director must not be an immediate relative of a current Officer, Employee or Director of the Credit Union or a business organization selling competitive products and/or services, with "immediate relative", for the purposes of this clause, being defined as any one or more of a spouse, father, mother, sister, brother, daughter, son, grandfather, grandmother, daughter in-law, son-in-law, mother-in-law and father-in-law.

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 By-laws, above. If elected, I will comply with the Act, and Access Credit Union By-laws and policies.

I have read, understand, and will comply with the Candidate Campaign Guidelines outlined in the Nominations Package.

I, as the undersigned, hereby authorize Access Credit Union to conduct a criminal record check and 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.

Candidate Signature

Date