



RHAND CREDIT UNION CO-OPERATIVE SOCIETY LIMITED
NOMINATION PROCEDURES AND FORM - AGM 2022

Nomination Procedures

1. Carefully read the Nomination Procedures/ Guidelines and the Nomination Form.
2. All fields of the Nomination Form **MUST** be completed.
3. The Form must be signed by the **Nominee, Proposer and Seconder**, *all of whom must be Members of RHAND Credit Union in accordance with Bye-Law 1 vi "Member in good standing" means a member who is neither delinquent nor inactive.*
4. Members shall be nominated for **one (1) Committee ONLY** i.e. the Board of Directors **OR** the Credit Committee **OR** the Supervisory Committee.
5. Qualifications For Eligibility : No Member shall be eligible for nomination or election to the Board of Directors or the Credit Committee or the Supervisory Committee of RHAND Credit Union unless that person:
 - a. is a member of RHAND Credit Union
 - b. is of good standing
 - c. is of the age of 18 years or over
 - d. is not an employee of RHAND Credit Union
 - e. is not an undischarged bankrupt
 - f. is of sound mind
 - g. has not been convicted of a criminal offence
 - h. is not a member of the Board, Credit or Supervisory Committees nor the General Manager or Internal Auditor of another Credit Union
 - i. time and commitment to serve

All elected officers will be required to do all such lawful things to ensure that the RHAND Credit Union achieves its objects in accordance with BYE-LAW 3(a-d).

6. Submit completed and signed Form to RHAND Credit Union Cooperative Society Limited's (RHAND) by email to **nominations2022@rhand.org.tt**

OR place a hard copy in a specially marked box at any of RHAND's Offices located at Port of Spain, Arima and in Tobago in a sealed envelope addressed to:

The Secretary
 Nominations Committee
 RHAND Credit Union Co-operative Society Limited
 57 – 61 Abercromby Street,
Port of Spain.

7. The completed Form must be submitted by **Friday January 21, 2022 by 4.00P.M.**
LATE SUBMISSIONS WILL NOT BE ACCEPTED.
8. Non-adherence to the Nomination Procedures of RHAND may result in the disqualification of your nomination.

NOMINATION FORM – AGM 2022

- BOARD OF DIRECTORS -

The Duties and Responsibilities of the Board of Directors are specified at RHAND’S Bye-Law 18 which can be sourced at https://rhand.org.tt.

SECTION 1. NOMINEE - AGM 2022
This section is to be completed by the Member wishing to serve.

The Nominee, the Proposer and the Seconder are required to be Members in” good standing”

ALL fields are mandatory.

Name of Nominee (Block letters):

Account No:

Date of Birth: Date (Year) Joined RHAND:

Address:

Residential:

Mailing Address if different from above:

Place of Employment:.....

Address:.....

Position held/Job Title:.....

Telephone No. (Home)..... (Cell)..... (Office).....

Email address:

Training:.....

Skills:.....

Experience:.....

- Are you a Politically Exposed Person (PEP)? Yes [] No []

if Yes, please explain

- Close associate of a Politically Exposed Person? Yes [] No []

if Yes, please explain.....

- Relative of a politically exposed Person? Yes [] No []

If Yes, please explain.....

SECTION 2. NOMINATION - AGM 2022

This Section is to be completed by the Proposer and Seconder

ALL fields are mandatory.

PROPOSER: (Print Name in BLOCK LETTERS)

Name: Account No:

Telephone: Office/Mobile: Email address:

Place of Employment/ Address:

.....

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes please explain

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes please explain:

SECONDER: (Print Name in BLOCK LETTERS)

Name : **Account No:**

Telephone: Email address:

Place of Employment/ Address:

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes, please explain:

SECTION 3. DECLARATION

I (Name of Nominee) do declare as follows:

- 1. That I am duly qualified to be elected as a Member to the **BOARD OF DIRECTORS**
- 2. That:-
 - i. I am a citizen of Trinidad and Tobago
 - ii. I am over the age of eighteen (18) years
 - iii. I am not an employee of RHAND Credit Union
 - iv. I am not a member of the Board or Statutory Committee of any **other** Credit Union nor the General Manager or Internal Auditor of **another** Credit Union
 - v. To the best of my knowledge and belief, I am in good financial standing (not delinquent or inactive)
 - vi. I am not an undischarged bankrupt under any laws in Trinidad and Tobago
 - vii. I am not a person certified to be insane or otherwise adjudged to be of unsound mind
 - viii. I have not been convicted of a criminal offence
 - ix. I have the time and is committed to serve

I have done all such lawful things incidental or conducive to the attainment of the objects and exercise of the powers of RHAND Credit Union in accordance with BYE-LAW 3(a-d).

I make this declaration conscientiously believing the same to be true and if evidence is produced to the contrary, I understand that my nomination will be rejected.

Nominee Signature: Date:

We, the Undersigned Members of RHAND Credit Union Co-operative Society Limited do hereby nominate (Name of Nominee)..... as a Fit and Proper Person to serve

Proposer Name: Signature: Date:

Seconder Name: Signature: Date:

SECTION 4**a) AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT**

CIRCLE the word or words in the Ratings Column which best describes your area(s) of competence.

Definition of Terms:

Professional refers to a person with a high level of knowledge or skill in a field/ relating to a job that requires special education, training, or skill/ done or given by a person who works in a particular profession.

Knowledgeable: have information, understanding, or skill that you get from experience or education.

Not Applicable to indicate that the term does not apply in the particular case.

No.	Area of Competence	Rating		
1.	Credit Union Management	Professional	Knowledgeable	Not applicable
2.	Management experience in a financial institution	Professional	Knowledgeable	Not Applicable
3.	Other governance experience in a credit union or other financial institution or a non-profit organisation, NGO/CBO.	Professional	Knowledgeable	Not Applicable
4.	Financial Management and Control	Professional	Knowledgeable	Not Applicable
5.	Strategic Planning	Professional	Knowledgeable	Not Applicable
6.	Marketing/Promotion/	Professional	Knowledgeable	Not Applicable
7.	Regulatory expertise	Professional	Knowledgeable	Not Applicable
8.	Information Technology	Professional	Knowledgeable	Not Applicable
9.	Legal expertise	Professional	Knowledgeable	Not Applicable
10.	Communication (Oral and Written/ Social Media)	Professional	Knowledgeable	Not Applicable
11.	Writing/Journalism	Professional	Knowledgeable	Not Applicable
12.	Volunteerism	Professional	Knowledgeable	Not Applicable
13.	Human Resource/Industrial Relations	Professional	Knowledgeable	Not Applicable
14.	Other (please specify)	Professional	Knowledgeable	Not Applicable

b. SKILL/CAPABILITY ASSESSMENT

RHAND Credit Union Co-operative Society Limited expects each nominee to 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/ Capability	Yes/No.
1.	Do you meet the minimum eligibility requirements?	
2.	To the best of your knowledge, are you free of any conflict of interest?	
3.	Do you have sufficient time and energy to devote to the performance of the duties?	
4.	Do you have good oral and written communication skills?	
5.	Are you willing to assume/commit to the responsibilities associated with the office?	
6.	Do you have experience serving on the Board or Committee of a credit union or other financial institution or a non-profit organisation, NGO/CBO?	
7.	Do you have access to an electronic device (computer, laptop, or tablet) and internet?	