



**RHAND CREDIT UNION
CO-OPERATIVE SOCIETY
LIMITED**

NOMINATION PACKAGE

CREDIT COMMITTEE

**57-61 Abercromby Street, Port of Spain
Telephone: 868- 627-4253, 624-8708**



RHAND CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOMINATION GUIDELINES AND PACKAGE CREDIT COMMITTEE

Thank you for your interest in serving on the Credit Committee
of RHAND Credit Union Co-operative Society Limited

Credit Unions are owned by their members who serve voluntarily to oversee the operations and ensure the success of the organisation. This unique philosophy distinguishes credit unions from other financial institutions.

The Nominations Committee is comprised of members appointed by the Board of Directors in accordance with Bye Law 17, who:

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

The Committee has a duty to select suitably qualified members who are willing to be considered for election to the Board of Directors and other Committees at the General Meeting. To that end, an assessment will be conducted by the Nominations Committee to ensure all nominees meet the minimum requirements and can be recommended to the membership as having the skills and capacity necessary to serve on the Credit Committee.

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Carefully review and read the Nomination Guidelines and the Application Package. Complete **all** fields of the application and attached documents. Completed packages must be submitted to RHAND Credit Union Cooperative Society Limited's (RHAND) Nominations Committee by **Friday 5<sup>th</sup> January 2024** either:

1. In the boxes located at the branch offices by the close of business **OR**
2. Via email to **[nominations@rhand.org.tt](mailto:nominations@rhand.org.tt)** by **11:59 pm on 5<sup>th</sup> January, 2024**.

Please ensure that your completed Nomination packages are submitted in sealed envelopes addressed to:

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

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\*NB: All nominees will be screened to ensure they comply with the [Bye Laws](#) of RHAND.

Please note, electronic submissions must be signed by the nominee, proposer and seconder and submitted only to the dedicated email address stated on the package.

**Nominations will *not* be accepted by the Nominations Committee after the deadline date.**

Your application should include the following completed documents:

- Completed application form (*Each application must be signed by a proposer and seconder in good standing*)
- Areas of Expertise/Experience Assessment
- Skill/Capability Assessment
- Disclosure and Declaration

Once nominations are opened and reviewed, the Nominations Committee will provide written acknowledgement via email within seven (7) days after the close of nominations. All nominees will be interviewed virtually by the Nominations Committee for further information and assessment to determine suitability to serve. All nominees will be invited to participate in an Orientation session which will be held virtually and in person, before the Annual General Meeting. Nominees will be notified well in advance of dates for the following:

- i. Interview;
- ii. Orientation session; and
- iii. Videography and nominee profile

To serve as an Officer on the Credit Committee of RHAND Credit Union Co-operative Society Limited a member must meet the following minimum eligibility requirements:

- Be 18 years of age or over;
- Be a member in good standing of RHAND Credit Union Co-operative Society Limited;
- Be a member in good standing of any other credit union in which you are a member;
- Shall not be an Officer of the Board of Directors, Credit Committee or Supervisory Committee, a General Manager or Internal Auditor of another Credit Union;
- Shall not be a member whose spouse, child, parent, brother or sister is the General Manager or the Internal Auditor of the Society;
- Shall not be nominated for election to the Board or Supervisory Committee at the Annual General Meeting if the member has been nominated for the Credit Committee of RHAND Credit Union Co-operative Society Limited;
- Shall not be employed or in receipt of a salary or wage from RHAND Credit Union Co-operative Society Limited. This member shall not be eligible for election up to a maximum

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of three (3) years of the member ceasing to be in the paid employment/engagement of the Society;

- Be of sound mind;
- Not be declared bankrupt or have applied for bankruptcy;
- Not be convicted of an offence involving dishonesty;
- Not be a member who has served a maximum of two (2) consecutive terms of two (2) years as a member of the Credit Committee. The member shall be eligible for re-election after a one year waiting period.

The Credit Committee shall comprise of five (5) members elected at the Annual General Meeting and be responsible for the general supervision of all loans to members of RHAND Credit Union Co-Operative Society Limited and as such shall have the following powers and duties:

## **POWERS AND DUTIES OF THE CREDIT COMMITTEE**

The Credit Committee shall:

- i. Have the power to decide upon suspension of its members. The procedure to be followed in this matter shall conform with the provisions of Bye-Law 4(e) save that the appeal shall be made by the suspended member to the Annual General Meeting of the Society;
- ii. Meet not less than once a week and in accordance with the policy set down by the Board of Directors. Additional meetings shall be held from time to time as business may require;
- iii. 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. Determine the terms upon which loans shall be repaid;
- v. Where there are pending more loan applications than can be granted with the funds available, preference shall be given to applications for small loans if the credit factors are nearly equal.

## **ATTRIBUTES**

RHAND Credit Union Co-operative Society Limited expects each Officer of the Credit Committee to have the willingness and time to serve. Each nominee must also possess personal integrity, the highest ethical standards, objectivity, the ability to act without real or perceived conflict and the ability to work productively with others.

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## EXPERIENCE

Because auditing responsibilities are significant, Officers of the Credit Committee must bring a high level of competency and experience to the job. They must possess the capabilities to deliberate on loan applications, perform as part of a team, think critically and exercise sound judgement on difficult and complex matters.

They must have a core knowledge of the Co-operative sector and the concepts, principles and values of the Co-operative movement; have the ability to assess the implications of financial statements and auditor's reports; have the ability to be objective and critically assess business strategies and operations; and be knowledgeable of RHAND's Loan Policy.

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## APPLICATION FORM

### CREDIT COMMITTEE

Full Name: \_\_\_\_\_  
(Please Print Name in block letters)

RHAND Credit Union Co-operative Society account number: \_\_\_\_\_

How many years have you been a member: \_\_\_\_\_

Age (as at date of submission): \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone contact: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Personal Email address: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_

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## AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT

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

*(Please Print Name in 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  | Other governance experience                      |        |
| 4  | Financial Management and Control                 |        |
| 5  | Strategic Planning                               |        |
| 6  | Marketing/Promotion                              |        |
| 7  | Regulatory expertise                             |        |
| 8  | Information Technology                           |        |
| 9  | Legal expertise                                  |        |
| 10 | Communication and Public Speaking                |        |
| 11 | Writing/Journalism                               |        |
| 12 | Volunteerism                                     |        |
| 13 | Human Resource/Industrial Relations              |        |
| 14 | Other <i>(please specify)</i>                    |        |
| 15 | Other <i>(please specify)</i>                    |        |

**Definitions:**

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

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

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

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

*Please explain and provide details of your ratings. Attach a separate sheet, if needed.*

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## SKILL/CAPABILITY ASSESSMENT

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

*(Please Print Name in block letters)*

RHAND 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  | 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  | In your professional dealings, do you demonstrate integrity, high ethical standards and respect of privacy and confidentiality?                       |        |
| 6  | Are you willing to assume the responsibilities associated with the office?                                                                            |        |
| 7  | Are you financially literate (able to read and understand financial statements and financial reports and assess the implications of these documents)? |        |
| 8  | Do you have experience serving on the Board or Committee of a credit union that have large budgets and make complex decisions?                        |        |
| 9  | Can you distinguish between the Board's role and management's role?                                                                                   |        |
| 10 | Can you recognize and assess business risk and strategic opportunities?                                                                               |        |
| 11 | Do you demonstrate the ability to think, act and speak independently and with conviction and confidence?                                              |        |
| 12 | Do you have access to an electronic device (computer, laptop or tablet) and internet?                                                                 |        |

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## DISCLOSURE AND DECLARATION

- It is important that nominees understand that there is a risk of liability associated with acting as a Credit Union Officer or Director. The risk also involves a potential personal liability that could include recovery from the directors themselves rather than, or in addition to, the liability of the credit union.
- The names and addresses of the Credit Committee Officers are furnished to regulators.
- The application information is confidential and will stay at RHAND Credit Union Co-operative Society Limited.
- If you satisfy the minimum requirement, you will be required to attend an interview with the Nomination Committee, attend an orientation session and submit a brief profile (written and oral) which will be presented to the General Meeting.
- Each officer is expected to prepare for and attend regular monthly meetings of the Credit Committee and the annual membership meeting. In addition, planning sessions or other Credit Committee events may require your attendance.
- Non-adherence to the Nomination Procedures of the RHAND Credit Union Co-operative Society Limited may result in a nominee being disqualified.
- Non-adherence to the policies and procedures of RHAND Credit Union Co-operative Society Limited may result in an officer's suspension.
- RHAND 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 RHAND 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 do 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 **Credit Committee** of RHAND Credit Union Co-operative Society Limited.

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

Name: \_\_\_\_\_  
(Please Print Name in block letters)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PROPOSER & SECONDER**

**PROPOSER NAME:** \_\_\_\_\_

*(Please Print Name in block letters)*

RHAND Credit Union Co-operative Society account number: \_\_\_\_\_

Telephone contact: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Proposer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECONDER NAME:**

\_\_\_\_\_

*(Please Print Name in block letters)*

RHAND Credit Union Co-operative Society account number: \_\_\_\_\_

Telephone contact: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Secunder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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