# RHAND CREDIT UNION CO-OPERATIVE SOCIETY

## NOMINATION PACKAGE

57-61 Abercromby Street, Port of Spain

627-4263 | www.rhand.org.tt

# NOMINATION PACKAGE AND GUIDELINES

Thank you for your interest in serving as an Officer of RHAND Credit Union Co-operative Society

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:

1. Are not Officers of the Credit Union; and
2. 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, Credit and Supervisory Committees (*Statutory Committees*) at the General Meeting. To that end, an assessment of the nominees to be considered for election at the Annual General Meeting (AGM) will be conducted by the Nominations Committee to ensure the minimum requirements are met and nominees can be recommended to the membership as having the skills and capacity necessary to serve on the **Statutory Committees**.

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**Carefully review and read the Nomination Guidelines and the Application Package.** Complete **all** fields of the nomination form. Please note, nominations **must** be signed by the nominee. Completed nominations must be submitted to RHAND Credit Union Cooperative Society Limited's (RHAND) Nominations Committee by **Tuesday 5th January 2027** either:

1. In the boxes located at the branch offices by the close of business **OR**
2. Via email to **nominations@rhand.org.tt** by **11:59 pm on Tuesday 5th January 2027**.

Please ensure that your completed nomination packages submitted at the branch offices are in sealed envelopes addressed to:

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

*NB: All nominees will be screened to ensure compliance with the **Bye Laws** of RHAND.
Please note, nomination packages must be signed by the nominee, proposer and seconder. All electronic nominations are to be submitted to the dedicated email address only (**nominations@rhand.org.tt**). There is no need to submit the paper copy. Ensure all required documents are attached to the email.

**NOMINATIONS WILL NOT BE ACCEPTED BY THE NOMINATIONS COMMITTEE AFTER THE DEADLINE DATE OF January 5th, 2027**
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Your application should include the following completed documents:

1. SECTION A: Completed Application Form (***Each application must be signed by a proposer and seconder who must be members in good standing***)
2. SECTION B: Areas of Expertise/Experience Assessment
3. SECTION C: Skill/Capability Assessment
4. SECTION D: Disclosure and Declaration

Once nominations are opened and reviewed, the Nominations Committee will provide written acknowledgement via email no later than seven (7) days after the close of nominations. All nominees are required to be interviewed 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 before the AGM. Nominees will be notified well in advance of the dates for the interview, orientation, and videography sessions.

## MINIMUM ELIGIBILITY REQUIREMENTS

To serve on a Statutory Committee of RHAND Credit Union Co-operative Society Limited, a member must meet the following **minimum eligibility requirements** (according to the Bye Laws):

- 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;
- No member shall be nominated for election to the Board at the AGM 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 restriction shall be in effect for a maximum of three (3) years of the member ceasing to be in the paid employment/engagement of the Society;
- Shall not have a spouse, child, brother, sister or parent who is the General Manager or Internal Auditor of RHAND Credit Union Co-operative Society;
- Be of sound mind;
- Not be declared bankrupt or have applied for bankruptcy;
- Not be convicted of an offence involving dishonesty; and
- For nomination to the Board of Directors: Not be eligible for election to the Board if that member has previously served a maximum of two (2) consecutive terms of three (3) years as a Board Member. The member shall be eligible for re-election after a one year waiting period.
- For nomination to the Credit Committee: 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.
- For nomination to the Supervisory Committee: Not be a member who has served a maximum of two (2) consecutive terms of two (2) years as a member of the Supervisory Committee. The member shall be eligible for re-election after a one-year waiting period.

## GUIDELINES FOR NOMINATION TO THE BOARD OF DIRECTORS

The Board of Directors shall be entrusted with the general management of the credit union. It is essential that Directors have the skills, qualifications and expertise to carry out these responsibilities. In general, Directors must have the ability to act in the best interest of the credit union, to operate as a team and be able to speak in one voice once a decision has been made.
Nominations will be based on a demonstrated record of possessing the qualifications and competencies necessary for effective governance and leadership. Each Director should have the ability to be nominated based on their skill and capacity to serve one day as President.

The Board of Directors shall consist of twelve (12) members to serve for a term of three (3) years as elected at an AGM. The Board shall exercise all the powers of the Society except those reserved to the general meetings of the members. In particular, the Board shall have the powers and duties:

- To decide upon application for membership;
- To decide upon suspension or expulsion of members;
- To decide upon suspension of members of the Board in accordance with Bye Law 4 (e);
- To appoint the Manager, Internal Auditor and other staff of the Society;
- To fix salary ranges for jobs in the Society;
- To determine the rate of interest on savings, deposits and on loans to members and to recommend bonuses or rebates, also dividends on shareholdings, consistent with the Co-operative Societies Act and Regulations;
- To determine the maximum amount which may be lent to a member, with or without security;
- To have charge of investments other than loans to members;
- To fix the amount of the bond of fidelity guarantee required of all financial officers;
- To appoint an Education Committee in accordance with Bye Law 21;
- To designate bank or banks in which funds of the Society shall be deposited;
- To appoint sub-committees and specify their area of operations;
- To take all measures to provide for the management of the affairs of the Society for which no provision is specifically made in these Bye Laws; and
- To make such rules for the conduct of the affairs of the Society which, as to them from time to time, may seem necessary, and as would not be repugnant or contradictory to the Bye Laws of the Society and shall cause a book containing all such rules to be kept open at all times for inspection by members or any person or persons authorized by the Commissioner. All such rules shall be ratified at the General Meeting following their formulation.

## GUIDELINES FOR NOMINATION TO THE CREDIT COMMITTEE

The Credit Committee shall:

- Have the power to decide upon suspension of its members. The procedure to be followed in this matter shall confirm 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;
- 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;

- 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.
- Determine the terms upon which loans shall be repaid; and
- 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.

## GUIDELINES FOR NOMINATION TO THE SUPERVISORY COMMITTEE

The Supervisory Committee shall:

- Make an examination of the affairs of RHAND, including an audit of its books, at least semi-annually and, if the Committee thinks it necessary, make a report of its findings to the Commissioner for Cooperatives;
- Make an annual report of its audit and submit the same to the Annual General Meeting of the members;
- Have the power to decide upon suspension of members. The procedure to be followed in this matter shall conform with the provisions of RHAND's Bye Law 4 (e) save that the appeal shall be made by the suspended member to the next Annual General Meeting of RHAND;
- Attest (at least one member) the monthly statement prepared by the Treasurer/Manager of RHAND;
- Keep yourself informed as to the financial condition of RHAND by examining, at least every six (6) months, the share and deposit accounts and loan balances, the securities, cash and accounts of all applications for loans.

### ATTRIBUTES

RHAND Credit Union Co-operative Society Limited expects each Officer 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.

### EXPERIENCE

Because governance responsibilities are significant, Directors of the Board must bring a high level of competency and experience to the job. They must possess the capabilities to exercise leadership, teamwork, critical thinking, financial skills, and sound judgement on difficult and complex matters to be deliberated by the Board. 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 bring a business perspective to Board deliberations; have the ability to critically assess business strategies and operations; have an understanding of corporate governance; and the duties and responsibilities of both the Board of Directors and individual Directors.

**RHAND CREDIT UNION CO-OPERATIVE SOCIETY LIMITED**
**Nomination Package - Statutory Committees**

# NOMINATION FORM

## SECTION A: Nominee Information (print in block letters)

I wish to be considered for (select one):

| | | |
|---|---|---|
| **Board of Directors** ☐ | **Credit Committee** ☐ | **Supervisory Committee** ☐ |
| Please refer to the guidelines above and the Bye Laws for information on the responsibilities. | | |

| | | | |
|---|---|---|---|
| **Nominee Full Name** | | | |
| Residential Address | | | |
| | | | |
| Home Phone Contact | | Cell Phone Contact | |
| Date of Birth (dd/mm/yyyy) | | RHAND Account # | |
| Years of RHAND Membership | | | |
| Personal Email | | | |
| Current Occupation | | | |
| Current Employer | | | |
| Work address | | | |

## Proposer and Seconder Information (print in block letters)

| | | | |
|---|---|---|---|
| **Name of Proposer** | | | |
| RHAND Account # | | Date of Birth (dd/mm/yyyy) | |
| Home Phone Contact | | Cell Phone Contact | |
| Signature | | Date (dd/mm/yyyy) | |
| **Name of Seconder** | | | |
| RHAND Account # | | Date of Birth (dd/mm/yyyy) | |
| Home Phone Contact | | Cell Phone Contact | |
| Signature | | Date (dd/mm/yyyy) | |

## SECTION B: 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)

| No | Area of Expertise/Experience | Rating |
|---|---|---|
| **1** | Credit Union Management | |
| **2** | Management experience in a financial institution | |
| **3** | Other governance experience | |
| **4** | Finance, Accounting, Business Management | |
| **5** | Strategic Planning | |
| **6** | Marketing/Promotion | |
| **7** | Compliance and Regulatory expertise | |
| **8** | Information Technology | |
| **9** | Legal expertise | |
| **10** | Communication and Public Speaking | |
| **11** | Project Management | |
| **12** | Volunteerism | |
| **13** | Human Resource/Industrial Relations | |
| **14** | Risk Management | |
| **15** | Other (please specify) | |

**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.

## SECTION C: Skills/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? | |

## SECTION D: 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 Board of Directors 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 requested 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 Director is expected to prepare for and attend regular monthly meetings of the Board of Directors and the annual membership meeting. In addition, planning sessions or other Board events may require your attendance.
- Non-adherence to the Nomination Procedures of the RHAND 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 a Director'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 Nomination Form, 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 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: _____