

RHAND CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOMINATION GUIDELINES AND PACKAGE – SUPERVISORY COMMITTEE

Thank you for your interest in serving on the **Supervisory 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 is what sets credit unions apart from other financial institutions.

The Nominating 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 Nominating Committee to ensure all nominees meet the minimum requirements as set out above and can be recommended to the membership as having the skills and capacity necessary to strengthen the Board of Directors, Credit and Supervisory Committees.

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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) Nominating Committee either by email to **[nominations2020@rhand.org.tt](mailto:nominations2020@rhand.org.tt)** or at any of the RHAND's offices located at Port of Spain, Arima and Tobago in a sealed envelope by **Friday 31<sup>st</sup> January, 2020**. All applications should be addressed:

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

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 entertained by the Nominating 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)
- Areas of Expertise/Experience Assessment
- Skill/Capability Assessment
- Disclosure and Declaration

Once nominations are opened and reviewed, the Nominating Committee will provide written acknowledgement via email no later than seven (7) days after the close of nominations. All nominees will be interviewed by the Nominating 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 on a Saturday 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 of the **Supervisory Committee** of RHAND 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 of the Board of Directors or Credit Committee of RHAND Credit Union Co-operative Society Limited
- Shall not be a member who is nominated for election to the Board of Directors or 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
- Shall not be a members whose spouse, child, parent, brother or sister is the General Manager or Internal Auditor of RHAND
- Be of sound mind
- Not be declared bankrupt or have applied for bankruptcy
- Not be convicted of an offence involving dishonesty
- Not be involved in a lawsuit against RHAND Credit Union Co-operative Society Limited

The **Supervisory Committee** shall comprise of five (5) members elected at the Annual General Meeting and be the statutory internal auditors of RHAND and as such shall have the following powers and duties:

## **DUTIES OF THE SUPERVISORY COMMITTEE**

- i. 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;
- ii. Make an annual report of its audit and submit the same to the Annual General Meeting of the members;
- iii. 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 € save that the appeal shall be made by the suspended member to the next Annual General Meeting of RHAND;
- iv. Attest (at least one member) the monthly statement prepared by the Treasurer/Manager of RHAND;
- v. Keep yourself informed as to the financial condition of the 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 of the Supervisory 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.

## **EXPERIENCE**

Because auditing responsibilities are significant, **Officers of the Supervisory Committee** must bring a high level of competency and experience to the job. They must possess the capabilities to conduct audits, perform as part of a team, think critically, read and assess financial statements 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 have an understanding of the duties and responsibilities of both the Board of Directors and other Committees.

# APPLICATION FORM

## [SUPERVISORY COMMITTEE]

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

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

How many years have you been a member: \_\_\_\_\_ Age (as at date of submission): \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

**PROPOSER NAME:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
(Please Print Name in block letters)

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

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

\_\_\_\_\_

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

**SECONDER NAME:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
(Please Print Name in block letters)

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

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

\_\_\_\_\_

Seconder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT

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

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 (please specify)                           |        |
| 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.*

## SKILL/CAPABILITY ASSESSMENT

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

RHAND Credit Union Co-operative Society Limited expects 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?                                                                 |        |

## 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 Supervisory Committee members 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 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 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 Board of Directors/Credit Committee/Supervisory Committee of RHAND Credit Union Co-operative Society Limited.

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

Name (in print) \_\_\_\_\_

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