

Make a Difference

at Vision Credit Union



2022 Board of Directors
Application for Nomination

2022 Application for Nomination

Be a leader at your credit union

Thank you for your interest in becoming a member of Vision Credit Union's Board of Directors. In this package you'll find everything you need to complete the process, including:

What Does a VCU Director Do? What it takes to become a member of our Board

Board Breakdown – Committees of the Board

Board Remuneration – Allowance Paid

The Fine Print – Board of Director expectations

The Next Step – How to apply

Biographical Outline – Application

What Happens Next

If you're a community-minded member of Vision Credit Union who is looking to make a difference in your credit union, and you possess the required skill set required for an effective Director, then you just may be the candidate we're looking for!

Applications for nominations must be marked confidential and submitted to:

Nominating Committee
Vision Credit Union
5007-51 Street
Camrose, AB
T4V 1S6

Thank you for your interest and good luck!

PLEASE NOTE: applications must be received no later than January 15, 2022.

2022 Application for Nomination

What does a Vision Credit Union Board Director do?

1. Represent the interest and concerns of the Vision Credit Union membership
2. Participate in policy and strategic planning
3. Monitor policy adherence
4. Work in co-operation with Vision CU executive management
5. Attend Board meetings nine times per year (or additionally as required)

Don't have a business degree or work experience in the financial industry?

We do not have an exact resume for the ideal Director. We aim to develop a Board that represents a wide range of skills, experience and interests. However, Board candidates must meet the following criteria:

- Be bondable
- Have a positive credit rating
- Must be considered an active credit union member exemplified through monthly transaction account
- Must not be employed by a competing financial institution
- Must not be in violation of any Vision Credit Union policies or bylaws
- Be a Canadian citizen or a person who has been lawfully admitted into Canada for permanent residence
- Must not be a spouse or close relative of an employee or director of the Credit Union
- Submit an application for nomination (supported by five members)
- Provide an updated resume

2022 Application for Nomination

Board Breakdown

Vision Credit Union's Board meets nine times per year, or as required. Directors may also sit on a committee, which usually convene 3-5 times per year for 1-2 hour meetings.

Board Meeting	Held nine times/year, usually the last Tuesday of each month, lasts approximately 1-2 hours. Location is at Vision Credit Union's Head Office board room and via Microsoft Teams. In addition to time spent attending the meeting, directors should allow time to thoroughly review materials and prepare.
Orientation Program	For newly elected directors: held 1-2 weeks following the election.
Audit & Finance Committee	Ensures: a process is in place for timely and accurate financial reporting; adequacy of internal controls over financial performance, financial reporting and assets; the Credit Union operates an effective internal and external audit process; the Credit Union has a process in place to fulfill compliance with laws, regulations and the code of conduct related to financial reporting, sound business practices, and adherence to internal policy; adherence to all functions details in the Credit Union Act.
Risk & Governance Committee	Ensures: monitoring of the overall risk framework and risk policy, review management reports and obtain reasonable assurance that the Credit Union has effective risk management processes in place and that management policies are being adhered to; make recommendations to the full Board of Directors about appropriate levels of risk and the effectiveness of risk management strategies; review material Credit Union Board policies with relationship to ERM and Standards of Sound Business and Financial Practices; act as the liaison between the Board of Directors and the Internal Management Risk Committee; oversee process to assess the performance of the Board, its Committees and Individual Directors; set criteria for the selection of candidates for the Board of Directors
Nominating Committee	Oversees the nomination and election process for elections of persons to the board of directors, and to regularly review the process and make recommendations for change to the Board.

2022 Application for Nomination

Board Remuneration

Board Director is considered a volunteer position, however a modest per diem is provided to cover out-of-pocket expenses, as outlined below:

Board meeting or annual membership meeting	\$300
Committee meeting	\$300
Delegate attendance at conferences, seminars, etc.	\$500 per full day
Half day attendance at conferences, seminars, etc. (max of four hours)	\$250
Board Chair Honorarium	\$250 monthly
Committee Chair Honorarium	\$200 monthly
Travel – mileage paid	.59 per km

Any director receiving more than \$250 in a tax year (for compensation for attendance at meetings, etc., not for reimbursements of out-of-pocket expenses) will be issued a T4A slip for CCRA purposes.

2022 Application for Nomination

The Fine Print

The board of directors acknowledges its responsibility for the general management of the credit union including:

- Attending a minimum of 75% of Board meetings per year (attendance via Teams Meeting or teleconference permitted)
- Setting and monitoring the credit union's overall business objectives, bylaws and policies that provide for the needs of members, safeguard the assets of the credit union and meet regulatory requirements
- Maintain strict confidentiality and discretion in handling Vision Credit Union information and data

It is important that there not be any conflict between a director's private interests and their responsibility to Vision Credit Union. Directors are required to disclose situations that are or may be perceived as a conflict of interest.

Director training is an important credit union responsibility with Director commitment and initiative required. All directors are required to take the Board 360 program within their first three year term.

Campaigning is not permitted at any branch location or property of Vision Credit Union.

Complete and up-to-date copies of Vision Credit Union's policies, guidelines and bylaws are available by contacting the Nominating Committee.

2022 Application for Nomination

Go Ahead . . . Take the Next Step

Ready to apply for election to Vision Credit Union's Board of Directors?

You may apply online by clicking [here](#). Online applicants must also provide a paper copy of the completed nomination form with five active members in good standing.

Paper applications will also be accepted, and must be marked confidential and submitted via mail, e-mail or dropped off in branch, no later than January 15, 2022.

Attention: Nominating Committee
Vision Credit Union
5007-51 Street
Camrose, AB
T4V 1S6

E-mail: probinson@visioncu.ca

Paper applications must include:

- The completed nomination form with five active members in good standing
- A biographical outline/resume, including name, address, present employer, employment history, and volunteer history with other associations
- Select supplemental information or documents the candidate may deem necessary

Please be sure to include your personal contact information including phone number.

2022 Application for Nomination

What Happens Next . . . Nomination and Election Procedures

1. The Nominating Committee will nominate those candidates who submit their applications and who, in the opinion of the committee, are eligible candidates for election.
2. All candidates must be eligible as defined in the *Credit Union Act* and Vision Credit Union bylaws.
3. Voting for directors will take place in all applicable Vision Credit Union branches. Polls will be open during business hours on February 22 and 23, 2022.
4. Election ballots will be tallied by Vision Credit Union's corporate lawyers. Election results will be announced at the Annual General Meeting on March 23, 2022.
5. There will be no nominations from the floor at the Annual General Meeting, nor will there be any voting for directors at the Annual General Meeting.
6. A publicity photo will be required of the successful candidate.

Board of Directors Nomination Form

(please print)

NAME: _____

ADDRESS: _____

PHONE: (home) _____ (cell) _____

ACCOUNT NUMBER: _____ BRANCH: _____

I have been a Vision Credit Union member since: _____

_____ (candidate's signature)

The following active members of Vision Credit Union support the nomination of the above named member as a candidate in the election of Vision Credit Union's Board of Directors.

1. Signature: _____ Account No. _____
Name: _____ Phone: Res. _____
Address _____ Cell _____

2. Signature: _____ Account No. _____
Name: _____ Phone: Res. _____
Address _____ Cell _____

3. Signature: _____ Account No. _____
Name: _____ Phone: Res. _____
Address _____ Cell _____

4. Signature: _____ Account No. _____
Name: _____ Phone: Res. _____
Address _____ Cell _____

5. Signature: _____ Account No. _____
Name: _____ Phone: Res. _____
Address _____ Cell _____

CLOSING DATE FOR NOMINATIONS – January 15, 2022, 3:00 p.m.

DROP THIS NOMINATION FORM OFF AT YOUR BRANCH, OR:

BY MAIL: Nominating Committee Chairman
Vision Credit Union Ltd., 5007-51 St., Camrose, AB T4V 1S6
E-MAIL: probinson@visioncu.ca