

U.W.I. CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOMINATIONS GUIDELINES AND PROCEDURES

The Board of Directors of the U.W.I. Credit Union Co-operative Society Limited is inviting members who may be desirous of volunteering their services to be part of the dynamic leadership team to serve on the following Statutory Committees: -

- Board of Directors
- Credit Committee
- Supervisory Committee

Members of the U.W.I. Credit Union who are interested in offering themselves for service are invited to submit completed applications.

Guidelines And Criteria:

Nominees should be ¹fit and proper and should satisfy the following criteria: -

1. Must be over the age of eighteen (18) years and be an active member (Bye-Law 27)
2. Must be in good financial standing of U.W.I. Credit Union and not delinquent in his/her payments and must not have a record of delinquency (Bye-Law 27 (f))
3. Be a member in good financial standing of any other financial institution.
4. Must not be a current employee of U.W.I. Credit Union nor have been one for the past 12 months.
5. Must not be an employee of any other co-operative or banking institution.
6. Must not be a member of any other credit union Board of Directors or Statutory Committee.
7. A nominee may not be an immediate family member/relative or have any relationship with a current U.W.I. Credit Union Co-operative Society Limited staff or Statutory Committee member.
8. Has not engaged in any action that could result in bringing the U.W.I. Credit Union into disrepute.
9. Must be committed to giving of his/her time to attend meetings and business of the Board and/or other Statutory Committees.
10. All Nominees must attend an Orientation Session.
11. All nominees must attend an interview.
12. All Nominators and Seconders must also be a member of the U.W.I. Credit Union in good financial standing.

NB. In accordance with Bye-Law 1(a)(vi) Members in good financial standing – means a member who is neither delinquent nor inactive.

¹ Central Bank of Trinidad and Tobago, Fit and Proper Guidelines 2019

Members who possess knowledge, experience and training in the following areas, but not limited to, are encouraged to apply:

- Finance and Accounting/Auditing
- Human Resource Management
- Information Technology/Project Management
- Marketing
- Co-operative Studies
- Law

INSTRUCTIONS

- Carefully review and read the Nomination Guidelines and Procedures
- Complete all fields of the application form and attach the relevant documents.
- A nominee is restricted to apply to serve only on **ONE** of the following committees: Board of Directors, Credit Committee or Supervisory Committee.

Completed application forms must be signed and submitted to the dedicated email address nomination@uwicu.tt OR delivered to: #5 McCarthy Street, St. Augustine, Trinidad, W.I.

All applications should be addressed to:

**The Secretary
U.W.I. Credit Union Co-operative Society Ltd
Administrative Building
#5 McCarthy Street, ST. AUGUSTINE**

Members are encouraged to view the responsibilities of the Board of Directors, Credit Committee and Supervisory Committee. ***Visit the website www.uwicu.tt to download the responsibilities of committees and officers.***

PROCEDURE

The Nominating Committee is comprised of members appointed by the Board of Directors in accordance with Bye-Law 35 (a) who: -

- a) Are not staff of the U.W.I. Credit Union; and
- b) Will not be standing for election at the upcoming annual 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 Annual General Meeting. An assessment will be conducted by the Nominating Committee to ensure all nominees meet the requirements as set out under guidelines and criteria and can be recommended to the membership as having the skills and capacity necessary to serve on the Board of Directors, Credit and Supervisory Committees.

Nominees will be interviewed by the Nominating Committee for further information and assessment to determine suitability to serve. All nominees would be invited to participate in an Orientation session which will be held before the interviews are conducted.

Nominees will be notified well in advance of the dates for the following: -

- i) Orientation session
- ii) Interview
- iii) Videography and nominee profile session which will be presented to the annual general membership meeting *[for successful nominees after interview by the Nominating Committee]***

The outcome of the interview process by the Nominating Committee would be communicated to nominees by the UWICU Office staff.