

Introduction:

Thank you for considering a position as a Committee Member of Christian Credit Union. Our Committee members are important representatives of our membership and help set the direction for our Credit Union.

The role of a Committee member has three related responsibilities:

1. **Oversight** – Ensure that the Credit Union is being managed in accordance with the relevant laws and regulations and in the best interests of the members;
2. **Insight** – Provide an objective perspective to management regarding their decisions and recommendations; and,
3. **Foresight** – Determine the strategic direction for the Credit Union and monitor Management’s progress in achieving the Credit Union’s strategic objectives.

The following document will provide an overview of the eligibility requirements for Committee members and a brief synopsis of what to expect as a Committee member.

Vision:

To be the recognized leader in applying Christian values to financial services.

“The earth is the Lord’s, and everything in it, the world, and all who live in it.” - Psalm 24:1 NIV

Mission:

We help people exercise good stewardship of the financial resources God has given to them.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” - 1 Peter 4:10 NIV

Values:

1. We value all members as made in the image of God
 2. We expect and encourage our employees to be humble, hungry and people smart
 3. We encourage biblical stewardship principles in all our operations
 4. We will balance the need to generate profit with the desire to return benefits to our Christian community
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Each year, Christian Credit Union’s (Chr CU) Board selects a number of individuals to serve as a Committee Member. The Governance Committee oversees process of selecting Committee Members. The Committee’s role is to:

- *ensure the members are fully informed of the selection process*
- *consider the desired skills and capabilities of candidates and of the Committees as a whole*
- *recruit qualified candidates.*

The purpose of the process is to ensure that candidates are qualified and possess a skill set that will complement the skills of the current Committees.

The following table depicts the timing of selection

Activity	Date
The Board shall consider the skill set requirements needed to maintain the care and control of the Credit Union for the benefit of the membership	Ongoing
Committee members completing terms the following June indicate desire to serve for an additional term (if eligible)	Month of January
Governance Committee invites membership to submit applications. Notice shall be presented through an insert in the member statements, email notification or a notice on the website.	April/May
Members shall have a minimum of 14 calendar days from the date of the notice to submit their application.	April/May
Governance Committee Convenor contacts the applicants to discuss the role and responsibility of a Committee member.	May/June
Governance Committee reports to the Board the names of the applicants submitted by the membership.	June Board Meeting

Persons wishing to serve on the Chr CU as a Committee Member must meet the eligibility requirements of Section 65 of the Credit Union Act (see Appendix “A”).

The following criteria from Policy 2102 are in addition to the requirements contained in the *Credit Union Act*:

- Be in agreement with the Basis and Purpose of the Credit Union as set out in Section 1.1 of the Bylaws and with the Values and Principles as set out in Policy 2001.
 - Basis and Purpose
 - The basis and norm for the activities of the Credit Union is the Bible, the written Word of God.
 - The object of the Credit Union shall be the promotion of cooperative enterprise in the Christian community, for the purpose of providing financial services at



equitable rates and providing mutual aid as a concrete expression of our God-given obligation to love our neighbour.

- We believe that, as God's faithful stewards, we must use the wealth He has given for the building and coming of His kingdom in Jesus Christ.
- Be in agreement with the Statement of Faith as set out in Section 1.2 of the Bylaws.
- Be a member of the Credit Union for a minimum of one (1) year.
- Be, and remain, eligible for fidelity bonding and have a satisfactory credit history.
- Not be an Employee of a Credit Union, nor have been in the previous 36 months.
- Not be a member of the immediate family of an Employee. For the purpose of this policy, the immediate family is defined to include spouse and children, parents, brothers, sisters, grandparents or spouses of same.
- Not be involved, as an individual and/or in an ownership capacity with any group or company, in any legal action or dispute with the Credit Union or with any other financial institution.
- Not be a board member, committee member or sales representative of any other financial institution, except as a representative of the Credit Union.
- Be able to attend regular meetings of the Committee.
- Expected to conduct his/her day to day banking with the Credit Union, in order to demonstrate confidence in the Credit Union.
- Have the skills necessary to complement the Committee's current requirements.

In addition to the above fundamental requirements, the candidate should have attributes and/or demonstrated competence in one or more of the following areas:

- Read/understand Financial Statements
- Past experience serving on boards or committees or councils that make complex decisions
- Has demonstrated competence in one or more of the following areas:
 - Accounting
 - Auditing
 - Banking
 - Board Governance
 - Business Ownership
 - Human Resource Management
 - Information Technology



- Legal
- Marketing / Sales Experience
- Quality, Risk Management, Performance Management
- Regulatory Environment
- Strategic Planning and Direction Setting

The candidate must be able and willing to make the commitments set out in the following table.

Item	Estimated time commitment
Read Committee Package	Committee packages are electronically available during the week prior to the meeting. Familiarization of the material will take from 2 to 4 hours per meeting.
Committees	<ul style="list-style-type: none"> ● Audit & Finance – meets 5 times per year ● Governance – meets 5 times per year
Planning sessions	One full day meeting per year typically in May or June. Preparation, meeting and follow-up can take up to 10 hours per meeting.
Electronic meetings	From time to time, Committee members will be asked for input and/or be asked to approve of certain actions electronically. No time estimate available.
Training and Development (Policy 2114)	Committee members are expected to remain current on Credit Union issues. In addition, new Committee members are able to take training through Credit Union training organizations.

Further, the potential candidate:

- must not be in a Conflict of Interest or potential Conflict of Interest situation (policies 2002, 2004)
- must be able to maintain confidentiality (policies 2002, 2003)
- must take leave when the election writ is issued if seeking federal or provincial office and may not be a sitting member of same (policy 2002).
- is recommended to check with workplace clauses to determine eligibility to serve on the Committee.

Committee Purposes

Audit & Finance (Policy 2210.3)

Purpose

The purpose of the Audit & Finance Committee is to ensure an independent review of the Credit Union's operations deemed necessary to maintain the integrity of financial data, adequacy of internal controls and adherence to sound business practices in accordance with its functions detailed in the Credit Union Act.

On behalf of the Board, the Committee works with Management in the development of financial policies and the monitoring of Credit Union operations relevant to the management of financial risk of the Credit Union in accordance with the functions detailed in the Credit Union Act.

Governance Committee (Policy 2110.3)

Purpose

The purpose of the Governance Committee is to:

- Maintain, review and provide recommended changes for the Board Policy Manual and the Bylaws.
- Oversee the nomination and election processes for elections of persons to the Board.
- Evaluate the performance of the CEO and to monitor the human resources activities at the Credit Union

Committee Candidate Questions

Committee Candidates will be requested to complete the following questions via the Candidate Application Form:

1. Please tell us about yourself.
2. Christian Credit Union's mission is to "encourage people to be faithful stewards of the financial resources God has given to them." What does that mean to you?
3. Why do you think it is important to offer Christians an opportunity to bank at a Christian financial organization?
4. How will your skills and life experiences make a positive contribution to the Christian Credit Union?

If you have any questions, please do not hesitate to contact:

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Appendix A

Committee Members must ascribe to the qualifications of directors as below;

CREDIT UNION ACT

Qualifications of directors

65(1) A person is not qualified to become, and shall not act or continue to act as, nor permit the person to be elected or appointed as, a director of a credit union, and the credit union shall not knowingly permit any of those acts, unless the person satisfies the qualifications specified and referred to in this section.

(2) A person is not qualified to be a director of a credit union

- (a) unless the person is
 - (i) an individual of adult age,
 - (ii) a member or a designated representative, and
 - (iii) a Canadian citizen or a person who has been lawfully admitted into Canada for permanent residence;
- (b) if the person has the status of a bankrupt;
- (c) subject to subsection (5), if the person is, or within the 3-year period immediately preceding the person's election or appointment to the board was, an employee of any body corporate;
- (d) if the person is a professional advisor to the credit union;
- (e) subject to subsection (5), if the person is a director or officer of another credit union or of the Corporation;
- (f) if the person is employed in the public service of Alberta or by a Provincial agency within the meaning of the *Financial Administration Act* and to which that Act applies, whether under a contract of service or a contract for services, whose substantive duties are directly concerned with the business or affairs of credit unions or of Central;
- (g) if, within the immediately preceding 5 years, the person has been convicted of



(i) an indictable offence that is of a kind that is related to the qualifications, functions or duties of a corporate director, or

(ii) an offence against this Act,

and either the time for making an appeal has expired without the appeal's having been made or the appeal has been finally disposed of by the courts or abandoned;

(h) if the person has a loan from that credit union in respect of which the repayment of principal or interest is in arrears for the prescribed period;

(i) if the person is a represented adult as defined in the *Adult Guardianship and Trusteeship Act* or is the subject of a certificate of incapacity that is in effect under the *Public Trustee Act*;

(j) if the person is a formal patient as defined in the *Mental Health Act*;

(k) if the person has been found to be a person of unsound mind by a court elsewhere than in Alberta;

(l) if the person is disqualified by, or unless the person satisfies any other qualification requirements of, the bylaws.

(3) A person is not qualified to remain a director if the person fails without good cause to attend the minimum number of board meetings that the person is required by the bylaws to attend.

(4) Three-quarters of the directors must at all times be ordinarily resident in Alberta.

(5) The Minister may approve an exemption from the application of subsection (2)(c) and (e) in respect of a person's employment with, or a person's service as a director or officer of, the Corporation.

RSA 2000 cC-32 s65;2008 cA-4.2 s126