

# Prospective Board Candidate Declaration

Completion and submission required by March 8, 2024 - 4:00 pm EST.

**I intend to seek election as a director to the Board of Directors of Northern Birch Credit Union Limited (“NBCU”).**

By signing this declaration, I hereby acknowledge and affirm that:

1. I have read the posting for director positions and understand the required qualifications.
2. I understand the process that will be undertaken in order for me to be a qualified candidate for the Board.
3. All information supplied in my curriculum vitae, covering letter and the prospective board candidate information form is true and complete to the best of my knowledge.
4. I consent to NBCU using the information I have supplied to assess my eligibility as a candidate. I also consent to a formal reference check, and criminal record check to determine whether I have a conviction or outstanding charge for any relevant offenses. I further consent to NBCU collecting, using and disclosing my personal information submitted in this form or otherwise to NBCU for purposes in connection with nomination and elections process.
5. I certify that there is no impediment to be bonded.
6. I understand that if I am advised that my qualifications meet the requirements set out herein but I am not endorsed by the Board of NBCU and either for this or for any other reason, wish to withdraw from the election, I must do so by providing written notice to [boardcandidate@northernbirchcu.com](mailto:boardcandidate@northernbirchcu.com) by no later than 8:00 am ET on April 24, 2024.

**Name:**

**Signature:**

**Date:**

**e-mail to:** [boardcandidate@northernbirchcu.com](mailto:boardcandidate@northernbirchcu.com) by 4pm on March 8, 2024.

# Prospective Board Candidate Information Form

**Name of Candidate:**

**Member of NBCU or its predecessor since:**

**Home Address:**

**Mailing Address: Same as above? Yes  No**

**Email Address:**

**Preferred telephone:**

**Specialized expertise:** I have the following specialized expertise (please check all that apply):

- CPA designation with demonstrated current audit and risk management specialization, ideally in financial services, or
- Demonstrated current marketing, business development, communications experience and expertise at a leadership level, or
- Demonstrated current human resources experience and expertise at a leadership level, or
- Demonstrated current financial services regulatory experience and expertise at a leadership level, or
- A successful entrepreneur, or
- Senior level experience at a financial institution, or
- Demonstrated current experience in credit union operations and governance.

**Core qualifications:** In my cover letter I set out how I meet these core qualifications:

- A high standard of personal values and ethics, including integrity, accountability, and commitment;
- The ability to think strategically, grasp and analyze complex issues and apply sound business and professional judgement, in context, to problem solve;

- Demonstrated mature and cooperative leadership;
- A strong understanding of fiduciary duty;
- Strong communication skills, including the ability to listen and speak his/her mind independently and respectfully;
- Willingness and ability to commit the required time to the role and actively participate in meetings and make a meaningful contribution to the Board of an average of at least 10 hours per month;
- Commitment to ongoing training and education for Board skills and duties;
- Share NBCU's purpose and values, and demonstrate a willingness to act in NBCU's best interest at all times;
- Demonstrate an understanding of the co-operative principles governing community-based financial services;
- Demonstrate the ability to bring an informed perspective of external business, finance, and social issues to Board deliberations;
- Uphold the values of teamwork demonstrating the ability to operate as a team at Board level and "speak with one voice" once full discussion has been undertaken and a decision made by the Board;
- Have a demonstrated reputation of valuable community involvement; and
- Hold a positive reputation in the community.

**Required Competencies** In my cover letter I set out how I meet the following required competencies:

Each Director should have a good understanding of each of the following core competencies as outlined by the Financial Services Regulatory Authority, or a willingness to achieve a good understanding within a specified timeframe if elected to the Board:

- Audit and Compliance: Knowledge and understanding of monitoring and auditing processes required to ensure compliance with the credit union's policies, standards of sound business practices and regulatory requirements;
- Board & CEO Performance: Knowledge and understanding of tools and methodologies for assessing the Board's performance and also for monitoring the performance and development of the CEO to determine strengths, deficiencies and areas for improvement;
- Credit Union Operations: Knowledge and understanding of how a credit union's infrastructures inter-relate and how they enable the effective and efficient delivery of services while managing risk and regulatory requirements;

- Financial Literacy: Financial knowledge and understanding to interpret financial reports and statements and monitor corrective actions to ensure financial goals and regulatory requirements are met;
- Governance and Ethics: Knowledge and understanding of the critical elements of good governance and ethics;
- Leadership: Knowledge and understanding of the attributes of leadership to motivate, influence and support others to accomplish organizational goals and encourage on-going education to further develop competencies;
- Regulatory Environment: Knowledge and understanding of the regulatory environment, policy development and policies to meet legal, regulatory and governance requirements;
- Risk Management Oversight: Knowledge and understanding of the risk management framework for identifying, measuring and managing significant risk and events that may impact the credit union's objectives; and
- Strategic Planning: Knowledge and understanding of strategic planning processes and the ability to contribute to the development of the strategic direction, core values and strategic goals and objectives for the credit union.

**e-mail to: [boardcandidate@northernbirchcu.com](mailto:boardcandidate@northernbirchcu.com) by 4:00 pm on March 8, 2024.**

## Board Candidate Nomination Form

***Nomination must be made by two NBCU members and must be submitted together with the Prospective Board Candidate Declaration and Information Forms.***

**Nominator's Name:**

Signature:

Date:

**Nominator's Name:**

Signature:

Date:

**e-mail to:** [boardcandidate@northernbirchcu.com](mailto:boardcandidate@northernbirchcu.com) by 4pm on March 8, 2024.