

WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED
NOMINATION GUIDELINES & PACKAGE FOR THE BOARD OF DIRECTORS

The management of the Works Credit Union Co-Operative Society Limited extends its heartfelt thanks and appreciation for your interest shown in offering your time, knowledge, and expertise to serve on the **BOARD OF DIRECTORS** of the **WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED**

Credit Unions are owned by their members, who serve voluntarily and oversee the operations and ensure the success of the organization. This unique philosophy distinguishes credit unions from other financial institutions.

The nomination committee has a duty to select suitably qualified competent and efficient members who are willing to be selected for election in accordance with Bye Law 24, to one of the Statutory Boards, i.e. Board of Directors, Supervisory or Credit Committee, by the Annual General Meeting and have met the following requirements:

- Be 18yrs of age or older.
- Be a member of good standing of Works Credit Union Co-operative Society Limited.
- Shall not be an officer of the Board of Directors, Credit Committee; Supervisory Committee, General Manager, or Internal Auditor of another credit union.
- Shall not be nominated for election to the Board at the Annual General Meeting if the member has been nominated for the Credit Committee of Works Credit Union Co-operative Society Limited.
- Shall not be employed or in receipt of a salary or wage from Works Credit Union Co-operative Society Limited.
- Be of Sound mind.
- Shall not have any personal affiliation with Works Credit Union Co-operative Society Limited.
- Not be declared Bankrupt or have applied for bankruptcy.
- Not be convicted of an offence involving dishonesty.
- Not eligible for election to the Board if that member has previously served a maximum of two (2) consecutive three (3) year terms as a Board Member. The member shall be eligible for re-election after a 1yr waiting period.

All nominees are required to carefully read the Nomination Guideline and Application package; and complete all fields on the nomination forms and submit their completed signed application with the required documents **via email** to the **nominationcommittee2025@workscu.com** or place in a **sealed envelope addressed to The Secretary, Nomination Committee ON OR BEFORE 2:30pm on Friday 10th October 2025** to any of the undermentioned branches:

- The Secretary Nomination Committee
Works Credit Union Co-operative Society Limited
#2 - 4 Dundonald Street
Street Port of Spain
- The Secretary Nomination Committee
Works Credit Union Co-operative Society Limited
Pro Queen Street
Arima
- The Secretary Nomination Committee
Works Credit Union Co-operative Society Limited
East Gates
Trincity
- The Secretary Nomination Committee
Works Credit Union Co-operative Society Limited
#6 Todd Street
San Fernando
- The Secretary Nomination Committee
Works Credit Union Co-operative Society Limited
Lot 13 Rousseau,
Orange Hill Road
Tobago

NOMINEES CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION/NOMINATION FORMS:

- A completed, signed and fully filled out nomination form.
- Signatures from both the proposer and seconder from Works Credit Union complete with their contact numbers and email address.
- Police Certificate of Character or Police Receipt of same which must not be older than six (6) months.
- Passport size Photo
- Resume with Copies of **ALL** Certificates.
- Copies of any Two (2) forms of valid pictured Identification i.e., T&T ID Card/Drivers Permit/ T&T Passport

- **ALL SHORTLISTED NOMINEES WHO MEET ALL THE CRITERIA OUTLINED IN THE NOMINATION PACKAGE WILL BE ASSESSED AND INTERVIEWED BY THE NOMINATION COMMITTEE.**

- **PLEASE NOTE THAT BOTH THE PROPOSER AND SECONDER MUST NOT BE A MEMBER OF THE NOMINATION COMMITTEE.**

- **UNSUITABLE APPLICATIONS WILL NOT BE ACCEPTED/ACKNOWLEDGED.**

- **NOMINATION WILL NOT BE ACCEPTED BY THE NOMINATION COMMITTEE AFTER THE DEADLINE DATE OF FRIDAY 10TH OCTOBER 2025, AFTER 2:30PM.**

Successful applicants will be contacted via email within seven (7) days after the close of the nomination period:

1. The date and time of their interview which can be conducted either in person or virtually by the Nomination Committee to further assess and determine the nominee's suitability to serve.
2. You will have to take part in a Mandatory Orientation Workshop, which will be held either virtually or in person, before the Annual General Meeting.

THE BOARD OF DIRECTORS

The Board of Directors shall be entrusted with the general management of the Credit Union. It is essential that Directors have the skills, qualifications, and ability to fulfill these responsibilities. In general, directors must have the capacity to act in the best interest of the credit union and to work together as a team or unit and be unison-in-voice in any decision-making process.

Nominations will be based on a record of possessing qualifications, competencies, integrity, objectivity, sound judgement and the ability to act without real or perceived conflict or bias and to work productively with others for effective governance and leadership, and they must have a core knowledge and understanding of the Co-operative Societies Act Chapter 81:03.

Each elected member of the Board should have the capability to serve as the President with the highest ethical standards, critical thinking on difficult and complex matters to be deliberate by the Board.

The Board of Directors shall consist of twelve (12) members. ***No Board Member shall serve for more than two (2) terms or six (6) years consecutively.***

The Board shall at their first meeting within twenty – one (21) day after the date of each Annual General Meeting elect from their own members an Executive which comprises a President, a Vice President, and Assistant Secretary and an Ordinary Executive Member.

The Board shall appoint a Secretary who may or may not be a Member of the Board, the Secretary will also be an Executive Member.

KEY DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Director shall exercise all powers of the Society except those reserved to the general meetings of the members. The Board of Directors shall have the powers and duties:

- To appoint, suspend or dismiss the General Manager of the Society, determine his/her duties and powers and to fix the salaries and emoluments of all paid staff.
- To contract loans and authorize expenditure; and to appoint agents to act for and on behalf of the Society.
- To implement a Business Plan for the next twelve (12) months to fulfil the Strategic Framework of the Society.

- Represent the Society at other Society Meetings and deal with grievances.
- Review the Bye-Laws annually and, if necessary, propose amendments at the Annual General Meeting of the Society or convene a Special General Meeting.
- To expel members in accordance with these Bye-Laws.
- Should possess the ability to enter into contracts and formulate policies and procedures on behalf of the Society.
- To recommend the Rate of Dividends and Rebate of Interest to be paid to members as well as determine Interest earned on all Savings and Deposit Accounts and Rate of Interest on Loans.
- To appoint an Education Committee and other Sub-Committees as necessary and determine their Terms of Reference.

DISCLOSURE AND DECLARATION

It is important that all nominees understand that there is a risk of liability associated with acting as a Board of Director. The risk also involves potential personal liability that could include recovery from the Directors themselves rather than, or in addition to, the liability of the Works Credit Union Co-operative Society Limited.

- The names and addresses of the Board of Director may be forwarded to the Regulators whilst maintaining the highest level of confidentiality.
- If you satisfy the requirements, you will be invited to attend an interview with the Nomination Committee, attend a **MANDATORY** Orientation Workshop and submit a brief profile (written or oral) which will be presented to the Annual General Meeting.
- Each Board of Director is expected to prepare for and attend regular meetings and the Annual General Membership Meeting. In addition, planning sessions and events will require your attendance.
- Non-adherence to the policies and procedures of Works Credit Union Co-operative Society Limited may result in a director's suspension.

Works Credit Union Co-operative Society Limited may **CONDUCT BACKGROUND CHECKS ON ALL NOMINEES**. By signing this disclosure, you, the nominee, gives your consent to a background and credit check in connection with this application.

I affirm that I have read and reviewed the Works Credit Union Co-operative Society Limited Nomination Information. I have completed the nomination form and understand the Disclosure and Declarations. I do consent and give my authorization to you to conduct a background and credit check for your review and for consideration in determining my suitability to serve on the Board of Directors of Works Credit Union Co-operative Society Limited.

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

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NAME IN BLOCK LETTERS

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SIGNATURE & DATE