

**WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED**  
**NOMINATION GUIDELINES & PACKAGE FOR THE CREDIT COMMITTEE**

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 **CREDIT COMMITTEE** 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](mailto:nominationcommittee2025@workscu.com)** or place in a **sealed envelope addressed to The Secretary, Nomination Committee ON OR BEFORE 2:30pm on Friday 10<sup>th</sup> 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 10<sup>TH</sup> 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 CREDIT COMMITTEE**

The Credit committee shall have the general supervision of all members loans and shall enquire carefully into the financial position of borrowing members and their endorsers to ascertain their ability to repay fully and promptly the loan obligation assumed by them and to ascertain whether the loan promises to be beneficial to the borrower.

Members of the Credit Committee are expected to uphold the highest ethical standards, including:

- Confidentiality: All member information must be always protected by staff and elected officers.
- Avoiding Conflicts of Interest: Elected officers and staff members must not evaluate loan applications from immediate family members or close friends.
- Disclosure: Elected officers and staff must disclose **ANY** and **ALL** potential conflicts of interest.

Nominations will be based on integrity, objectivity, sound judgment, and the ability to act impartially, without any real or perceived conflict of interest or bias towards any member loan application.

The Credit Committee shall comprise of the five (5) members elected by the membership at the Annual General Meeting.

The two (2) members who poll the highest number of votes shall serve for a period of two (2) years. The remaining three (3) members shall serve for a period of one (1) year.

***No member shall be eligible to serve on this Committee for more than four (4) consecutive years subject to the provisions of above.***

A Chairperson and Secretary shall be chosen by and from the members of the Committee at their first meeting after each Annual General Meeting. The Secretary shall prepare and keep a full and correct record of all decisions taken by the Committee.

### **KEY DUTIES AND RESPONSIBILITIES OF THE CREDIT COMMITTEE**

- Verify that applicants have the relevant associated documents for the Loan Process.
- Reviews the Society's Statutory Obligation and Lending Criteria to ensure that loan requests satisfactorily meet the guidelines stated therein.
- Critically examine and analyze financial data and determine applicant's ability to repay.
- Approve loan applications in accordance with the Society's existing Loan Policy.
- Educate members on wise financial decisions and the use of credit.
- Determine Terms and Conditions for loan repayment.
- The Society shall be at liberty to use whatever legal means at its disposal to recover monies from delinquent members.

## **DISCLOSURE AND DECLARATION**

It is important that all nominees understand that there is a risk of liability associated with acting as a Credit Union Officer. The risk also involves potential personal liability that could include recovery from the Member themselves rather than, or in addition to, the liability of the Credit Union.

- The names and addresses of the Credit Union Officer 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 Member of the Credit Committee is expected to prepare for and attend regular meetings and the Annual General Membership meeting. In addition, planning sessions or other Board and Committee events will require your attendance.
- Non-adherence to the policies and procedures of Works Credit Union Co-operative Society Limited may result in a member's suspension.

Works Credit Union may **CONDUCT BACKGROUND CHECKS ON ALL NOMINEES**. By signing this disclosure, you, the nominee, give 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 Credit Committee 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**