

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

The Supervisory Committee shall comprise three (3) members elected at each Annual General Meeting. A Chairperson and Secretary shall be chosen at their first meeting. Two (2) of those members shall constitute a quorum. Any vacancies will be filled via the Alternate elected at the Annual General Meeting.

***No Member shall serve more than three (3) consecutive terms.***

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

The Supervisory Committee shall:

- Execute audits of the Society's accounts twice a year and submit a report at a convened Special General Meeting or the Annual General Meeting.
- Make Annual Reports of its audit and submit the same to the Annual General Meeting
- Attest the monthly financial Statement prepared by the General Manager of the Society.
- By unanimous vote of all its members, if it deems such action to be necessary to the proper conduct of the affairs of the Society, suspend or reinstate any Board or Committee member(s), and shall have convened a Special General Meeting within thirty (30) days to act on such suspension. The members present at that Meeting may by a majority vote, sustain such suspension and remove such Board or committee member(s).
- If it deems such action necessary, shall have convened a Special General Meeting of the members to consider any matter which the Committee will submit to the meeting.
- Keep themselves fully informed as to the financial conditions of the Society by examining monthly, the shared and deposit accounts and all applications for loans made during the period under examination, satisfy themselves that for each loan, proper documents are on file and that each application embodies the purpose for which the relative loan was made and the security offered and bears the approval of at least three (3) members of the Credit Committee. At least one (1) member of this Committee shall attest the balance sheet required to be submitted to the Commissioner.
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## **DISCLOSURE AND DECLARATION**

It is important that all nominees understand that there is a risk of liability associated with acting as a Member of the Supervisory Committee. 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 members of the Supervisory Committee 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 Supervisory 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 suspension.

Works Credit Union may **CONDUCT BACKGROUND CHECKS ON ALL NOMINEES**. By signing this disclosure, you, the nominee, gives your consent to a background and credit checks 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 Supervisory 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**