



***Rethink and Realign:
A Reality Check***

**2025 Nomination
Committee Report
& Nominee Profiles**

NOMINATION COMMITTEE REPORT

Introduction:

On October 24th, 2024, the Board of Directors of the Works Credit Union Co-Operative Society Limited, appointed five (5) members of the Credit Union and constituted the 2024/2025 Nomination Committee. The committee was mandated and empowered with the Guidelines and Authority of Clause 24 of the Credit Union's Bye laws.

The committee's main and primary function is to select qualified and suitable members who are considered fit and proper, and who are willing to be presented as nominees to serve on the Board of Directors, Supervisory Committee and the Credit Committee, for consideration at the elections to be held at the Annual General Meeting.

In addition, the committee is charged with the responsibility of reporting to the membership at the Annual General Meeting on the results of the nomination process.

Pursuant to the Society's Bye- Law 24 (a) Nomination Committee. The 2024/2025 Nomination Committee is composed of:

- Chairperson – Mr. Alloy Dates
- Secretary - Ms. Karen J. Lewis
- Member - Ms. Akila Robinson
- Member- Ms. Simone Perry *and*
- Member - Ms. Colette Duprey

Meetings of the Committee

The Nomination Committee met often to plan the nomination process, to ensure that proper procedures were developed and guidelines were followed according to the Society's Bye - Laws. The Nomination committee developed three (3) Nomination Packages for each Statutory Body, which detailed guidelines and instructions for persons interested in serving.

These Board approved packages guided members as to the necessary criteria which would be considered in determining suitable and eligible members, with best fit characteristics to meet the requirements for proper constitution of the Statutory Bodies for the forthcoming Annual General Meeting.

Vacancies on the Board of Directors, Supervisory Committee and Credit Committee

The Board of Directors informed the Nomination Committee that the following vacancies existed.

- Board of Directors: Six (6) vacancies consisting of Four (4) vacancies each for a Three (3) year terms, and Two (2) vacancies each for a One (1) year term.
- Supervisory Committee: Three (3) vacancies each for a One (1) year term.

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- Credit Committee: Four (4) vacancies consisting of Two (2) vacancies each for a Two (2) year terms and Two (2) vacancies each for a One (1) year term.
- Additionally, all bodies require two (2) Alternates pursuant to the Society's Bye - Law 13 (v).

The Nomination Process

The introduction of the following resources was used to enhance transparency, fairness, and efficiency of the nomination process.

1. Advertisement for Applicants

An advertisement informing members of the opening of the nomination process and inviting eligible members to offer themselves as nominees were placed at the Offices of the Society's five (5) branches, the society's website and via the society's social media platforms during the period September 22nd 2025 to October 10th, 2025, a three-week period where the process for nominations was closed at 2:30pm on October 10th, 2025.

Stipulated and specific requirements were highlighted on both the Nomination Advertisement and the Nomination Packages to inform, clarify and ensure that all applicants were aware of these requirements.

2. Nomination Guidelines and Package

For ease of reference the committee introduced, formulated, and documented a detailed booklet on the guidelines for the nomination process. The booklet was tailored for each of the Statutory Body and emphasized the requirements which were needed for each application.

3. Statutory Bodies Summary Description Package

This tool describing the role and function for the Board of Directors, Supervisory Committee and the Credit Committee was developed to guide and inform members of what would be required of them if they are elected to serve, and the accepted prerequisites for each body.

4. The Nomination Form

This form was amended to capture the most pertinent information, such as a brief history into the applicant's background which must be accompanied by a resume.

5. Nomination Closing Form

To ensure transparency, equality, and fairness to all applicants, a nomination closing form was developed, generated and used by the committee on the closing day, 10th October 2025,

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for the nomination period at each branch, with the closure of nominations at the Tobago Branch being done virtually. This form was used to record the following:

- The closing date of nominations.
- The opening of the nomination box in the presence of the Nomination Committee Member, the Branch Supervisor and an Officer of the Branch.
- The number of applications received at each Branch.
- Any inconsistencies or issues which may happen during the process.

In addition to the above, this form carries the signatures of the Nomination Committee Member, the Branch Supervisor and an Officer of the Branch serving as witnesses to the transparency of this process, along with the Branch stamps where it signifies confirmation of the number of applications received and the closure of the nomination process.

6. Nomination Committee' email

To allow for an additional mode for submission of applications, the Nomination Committee introduced an email system that allowed applicants to submit their applications electronically. The email address nominationcommittee2025@workscu.com was communicated in the advertisement to further assist the applicant should they opt to use this method.

Kindly note that three (3) applicants successfully used this email system, however one (1) of the three applicants also sent an in-person application creating a duplication.

7. Applications Received

- a) The Committee received a total of twenty-eight (28) applications on closure of the Nomination Period. The following applications were received from the five (5) Branches and recorded at the WCU Head Office.
- Port of Spain Branch – seventeen- 17
 - East Gates – four - 4
 - Arima – one - 1
 - San Fernando – zero -0
 - Tobago - three- 3
 - Via email nominationcommittee2025@workscu.com – three -3

8. Registering of all Applications

Upon the closure of the nomination period, the committee commenced the registering process of all applicants. The process entailed the following:

- a. All applicants' sealed envelopes were recounted against the signed nomination closing forms recorded at each of the WCU Branches.
- b. The Committee downloaded the three (3) electronic applications and recorded the applicants.

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- c. The committee opened each envelope, identifying the Branch location, the applicants name and the Statutory Body in which the applicant was applying to serve on. This information was registered by the committee and batched into four (4) separate envelopes for the different bodies where the Board of Directors applications were batched in two envelopes due to the quantum.
- d. All applications received in Trinidad were manually counted, opened, registered, sorted, labelled, recounted and secured for vetting and placed in a locked filing cabinet in the Boardroom.
- e. On receiving the applications from Tobago, the above-mentioned process was repeated, and the applications were incorporated with the processed Trinidad applications, confirming a total of twenty-eight (28) applications received. Please note one application was sent both electronically and in- person, resulting in a duplicated application.
- f. The registration process was now complete, and all applicants were sent an acknowledgement for receipt of their application.

9. Vetting of all Applications

- a. The committee commenced the vetting process producing a listing of all applicants using the WCU's account number to identify each applicant. This listing generated was submitted through the Secretary of the Board for internal checks as part of the prerequisites as outlined in the nomination guidelines of the nomination package and the WCU's Bye - Law 24 (f) i-v.
- b. Another checklist was also generated with the applicant's name, the Statutory Body they wish to serve on, and the seven (7) stipulated and specified requirements outlined in the Nomination Package and the Nomination Advertisement, to ensure compliance.

This process was cross checked, vetted, and authenticated by all committee members to ensure compliance, transparency, and fairness to all. The information was recorded.

During the registering, vetting, and the verifying of the twenty-seven (27) applications. Thirteen (13) submissions were completed and suitable, whilst fourteen (14) submissions were incomplete and therefore unsuitable.

Details are as follows:

- 1. **Thirteen (13) applicants** submitted completed applications. That is, these thirteen (13) applicants adhered to the clearly communicated stipulated and specified guidelines outlined in the Nomination Advertisements and the Nomination Packages.

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2. Fourteen (14) applicant's submissions were unsuitable as follows:

- a. Four (4) applicants did not meet the Bye - Laws requirement 24, (f) i and ii.
- b. Ten (10) applications were incomplete, some of these applicants were past or current members of the Board of Directors, Supervisory Committee and Credit Committee. These applicants failed to follow the instructions as outlined in the Advertisement and Nomination Package.

10. Training of Nominees

Thirteen (13) nominees were invited to a Mandatory Training Workshop which was facilitated by the Cooperative Development Division on Saturday 08th November 2025 at the NUGFW - Head Office, 145 - 147 Henry Street, Port of Spain.

11. The Interview Process

After the Mandatory Training - the thirteen (13) nominees were emailed and informed of their scheduled interview date and time.

The interview process covered questions on the WCU Bye - Laws, information from the Mandatory Training Programme, along with the Mission and Vision statements of the Credit Union.

The interviews were conducted as follows:

- a) Twelve (12) in- person interviews were held for nominees on Thursday 13th November 2025 between 9:00am and 4:00pm, *and*
- b) One (1) virtual interview was conducted on the same day.

12. Selection Process

All thirteen (13) nominees met all the requirements, were interviewed and were found to be fit and proper to be presented to the Annual General Meeting for the election process. The total number of applications selected by the committee to fill the vacant positions are:

- Board of Directors – eight (8)
- Supervisory Committee - two (2)
- Credit Committee - three (3)

Nomination from the Floor

The selection of nominees for presentation to the Annual General Meeting did not result in the proper constitution of the Supervisory Committee and the Credit Committee.

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After the selection process, and pursuant to Clause 24 (b) and 24 (f) i-v of the Works Credit Union Co-operative Society Limited Bye – Laws, the committee acknowledges that where there are

deficiencies in any one (1) of the Statutory Bodies and for the proper constitution of same, the floor will be declared open for the Annual General Meeting.

Recommendations

In closing the Nomination Committee proposes the following recommendations:

1. Once a deficiency exists with the quantum of application received for any of the Statutory Boards and the floor is declared opened. The Nominee must be interviewed by the Nomination Committee on the day of the AGM to ascertain the nominee's suitability, and whether they can be considered fit and proper.
2. The Board of Directors develop and Implement an Appraisal System, A Code of Conduct and an Oath of Secrecy for all serving Board and Committee members to sign once elected to office.
3. Mandatory Training Programmes and sessions for all elected members.
4. Mandatory Training Programme for members who are willing to serve. Upon completion of training applicants will be selected from this pool of certified members to serve on the Various Committee
5. The re - construction of the nomination box to accommodate larger sized envelopes.
6. Clause 22 (i) *Composition* of the WCU - Bye – Laws be amended to state:
 - a. For continuity and efficiency there be a five-member (5) committee instead of a three (3) member's committee of the Supervisory Committee whereby the two members who poll the highest number of votes shall serve for a period of two (2) years.
 - b. The remaining three (3) members shall serve for a period of one (1) year. At subsequent meetings the two (2) members polling the highest number of votes shall serve for two (2) years.
 - c. Omit Clause 24, (e).
7. Any person wishing to serve as a member of the Board of Director should have a combination of at least one (1) year experience serving on either the Supervisory Committee or Credit Committee.

Closing Remarks

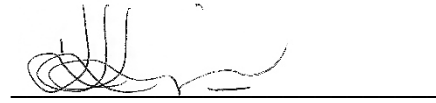
The Members of the Nomination Committee wish to express our sincere appreciation and thanks to the Board of Directors for the confidence bestowed upon us by offering us this opportunity to serve the Credit Union and its membership.

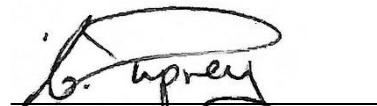
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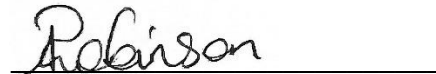
We also commend the Board and Management for the cordial relationship which existed between the Board of Directors, the Management and Staff of the Credit Union and the Nomination Committee from our appointment to the present date. We look forward to continuing serving if given the opportunity in the future.

Submitted by the Nomination Committee members:


ALLOY DATES
CHAIRMAN


KAREN J. LEWIS
SECRETARY


COLETTE DUPREY
MEMBER


AKILA ROBINSON
MEMBER


SIMONE PERRY
MEMBER

2025 NOMINEES – BOARD OF DIRECTORS

These are the nominees for the **Board of Directors** as recommended by the Nomination Committee for the 2025/2026 term: -



LETISHA JACOBS

Presently employed at the Judiciary of T&T as a HR Analyst

Previously employed as a Human Resource Analyst/Assistant at the Ministry of Sport and Youth Affairs

Previously employed as a Job Analyst at the Chief Personnel Office

- Master of Human Resource Management (MHRM)
- Bachelor of Arts (BA) with Honor Lower Second Class in Business Management
- Diploma in Industrial Relations Practice
- Certificate Virtual HR Management
- Certificate of Participation AML/CFT/PF workshop
- Loan Assessment
- Cooperative Resilience in the Face of Negative Coverage – Virtual Thought Leadership Workshop
- Experience serving as the secretary of the Works Credit Union Credit Committee
- Secretary of the HR Sub- Committee



PAULA NATASHA HERBERT

Presently employed as a Woman Police Constable with Trinidad and Tobago Police Service

Certificate of Participation in Project Management, Operation Management and Supervisory Management

- Presently serving as the Chair of the Works Credit Union Supervisory Committee
- Professional Certificate in Supervisory Management
- Certificate of Participation Project Management/Operations Management/Supervisory Management
- Certificate of Participation Supervisory Committee Operational Audit Process
- Certificate in Internal Audit and Officers' Responsibilities
- Certificate Understanding financial statements.
- Certificate of Participation AML/CFT/PF workshop
- Certificate in participation workshop in The Supervisory Committee (Operational Audit Processes)
- Business Meetings and the Chairman (Protocol you must know)
- Certificate of Participation Protocols and Business Etiquette Workshop

2025 NOMINEES – BOARD OF DIRECTORS



MIGUEL RAWLINS

Self - employed as an Attorney -At – Law.

- Bachelor of Laws with Second Class Honours (Lower Division)
- The Legal Profession Act, CH.99:03 Practising Certificate
- Diploma In Law (with a Mark of Credit)
- Legal Education Certificate of the Council of Legal Education
- Present Chair of the Bye-Laws Committee
- Past Secretary and member of the Regulations and Bye-Laws Committee.
- Past member of the Investigative Committee.
- Intensive work experience at various Ministries as a Paralegal Officer/Legal Assistant, Legal Clerk and Data Entry Clerk Library assistant at the Supreme Court of Judicature Law Library



NAOMI ALEXANDER

Presently employed at the Ministry of Labour – Eric Williams Sciences Complex NCHRA/Head of Internal Medicine Department as a Medical Administrative Assistant

- Bachelor of Science in Biology
- Dual diplomas in Dental Assistant and Medical Laboratory Assistant Certification -Distinction
- Certificate in Principles of Real Estate Practice
- Website Designs & Development Certificate
- Award Certificate from the Centre of Academic Excellence in recognition of your valuable contribution
- 8 CXC O' Levels Subjects
- 8 CAPE Subjects
- Volunteering experience from the Cancer Research & Event Planning Committee/Community Outreach/Director of Marketing & Head Tutor Supervisor/Veterinary Lab Technician
- Head Tutor and Founder of Alexander's Online Tutoring Academy
- Worked as a Clerical Officer I – NIB Trinidad & Tobago
- Worked as an Operations Coordinator/Office Administrator – Shift Performance Service Center
- Biology teacher /Pioneer Education Services Ltd.
- Secretary of the Education Committee from 2023 to present

2025 NOMINEES – BOARD OF DIRECTORS



JO'ANNE MURPHY-CONLIFFE

Retiree of the MOW&T with 41yrs service as a Daily Rated Checker.

- Served as the Works Credit Union Credit Committee Chair
- Past member of the Delinquency Committee
- Past member of the Asset Committee
- Secretary of the Donation and Sponsorship Committee
- Secretary of the Mid - Streamers Social Club
- Certificate of Participation in Workshop in Credit Assessment: Safeguard Against Risk.
- Certificate of Participation Workshop Training in Credit Management
- Certificate of Participation in Delinquency Control in Financial Institutions
- Certificate of Participation in Delinquency Management
- Certificate of Participation – Making the Transition from Meltdown to Recovery (MTT)
- Certificate of Participation in Credit Evaluation Techniques Programme
- Certificate in Introduction to Industrial Relations



CAMEVEL COVA-BLENMAN

Currently employed at the Water & Sewerage Authority of Trinidad & Tobago as a Quality Control Analyst

Previously employed as a Management Assistant at WASA

- Bachelor Of Science Biology with Biotechnology (Specialisation) Zoology (Specialisation)
- 9 O' Level Subjects
- 8 CAPE Subjects
- Presently an elected Director of the Board of Directors
- Past Assistant Secretary to the Board of Directors
- Chair of the Education Committee
- Youth arm
- Attended the Credit Union League of T&T Conference 2024
- Certificate of Participation in AML/CTF

2025 NOMINEES – BOARD OF DIRECTORS



KISSANDRA JONELLE DILLON

Currently employed at the T&T Fire Service

Previously worked in WCU and Bethel Credit Union as a CSR

OJT as a Clerical Assistant

- Bachelor of Science Degree in Occupational Safety, Health and the Environment
- 6 CXC O' Level Subjects
- Certificate of Achievement in Computerized Accounting
- Certificate of Achievement Junior Accountant
- Diploma in Emergency Management
- Certificate of Achievement in Supervisory Management Level One
- Certificate of Participation in Minute Taking and Memo Writing Workshop



GERARD MATHEWS

Presently employed at the Ministry of Rural Development & Local Government as a Litter Prevention Warden

Previously employed at the Works Credit Union as a Credit Supervisor

Past employee of the Eastern Credit Union as a Recoveries Officer & Awarded Employee of the Year 2002

- Past elected official on the Board of Directors, Supervisory Committee and the Credit Committee up to 2021 term at Eastern Credit Union Co-Operative.
- Certificate of Competency from the T&T Municipal Police Service
- Certificate in Supervisory & Management Skills
- Certificate for the competition of the 28th Session of the Caribbean Credit Union Development Education Programme as a Development Educator.
- Certificate in Basic Auto Mechanics
- 6 CXC Subject

2025 NOMINEES – CREDIT COMMITTEE

These are the nominees for the **Credit Committee** as recommended by the Nomination Committee for the 2025/2026 term: -



KATHY ANN STEWART

Retiree of the MOW&T with 38yrs service

Extensive experience serving on the Works Credit Union Credit Committee and the Supervisory Committee

- Certificate of Participation in Workshop in Credit Assessment: Safeguard Against Risk.
- Certificate of Participation Workshop in AML/CFT/PF Workshop
- Certificate of Participation in Loan Default Challenge
- Certificate of Participation in Loan assessment
- Attended the Central Finance Facility Leadership Seminar



RACHEL CALLISTE

Currently employed as an Assistant Manager at HAKKA Express

Previously employed as a Clerical Assistant/Judiciary of T&T

Shift Supervisor Little Caesars

Laboratory Assistant/ Phlebotomist Arima Diagnostic Clinic and CVA

Supervisor at Subway Restaurant

- Certificate in Phlebotomy Skills
- Certificates in HR Management
- Certificates in Supervisory Management
- Certificates in Computer Literacy
- Certificates in Criminology
- 6 CXC O' Level Subjects



ASATHA FLEMMING

Currently employed at the Ministry of works & Infrastructure Drainage North Division as a Daily Rated Checker

- Certificate in Phlebotomy -Award Classification -Distinction
- Certificate in Medical Laboratory Assistant -Award Classification -Distinction
- Certificate of Participation in Computer Literacy
- Certificate of Proficiency Levels I & II-Linen & Drapery
- Certificate of Acquired Competencies Level 1 - Garment Construction- Basic Dress Making
- 3 CXC O' Level Subjects

2025 NOMINEES – SUPERVISORY COMMITTEE

These are the nominees for the **Supervisory Committee** as recommended by the Nomination Committee for the 2025/2026 term: -



MARINA T. ALEXANDER

Presently Employed at the Ministry of Finance as an Assistant Director /Internal Audit Policy & Procedures Training and Development and Quality Assurance. Previously Employed as an Internal Auditor with National Commission for Self-Help Ltd

- Currently pursuing the Certified Internal Auditor (CIA) Challenge Exam for ACCA, CA, and CPA Qualified Accountants (2025)
- Fellow of the ACCA (2021),
- ACCA Member (2016)
- BSc in Accounting.
- Membership and Association with the Institute of Chartered Accountants of T&T and Association of Certified Chartered Accountants (ACCA) and the Institute of Internal Auditors (IIA),
- Certificate of Participation in Policy Writing Workshop.
- Certificate of Participation in Auditing & Monitoring.
- Participated in a Seminar Value for Money Auditing
- Experience as an auditor.
- Attended financial seminars with previous President



LIZA PHILLIPS - SAMPSON

Presently employed in the Ministry of Works and Infrastructure as a Tool Room Attendant.

Previously employed at MTS as a Security Officer

Appointed Traffic Warden.

- Certificate of Participation in AML/CFT/PF Workshop
- Abe Business Management, Business Communication,
- Certificate in Resume Writing and Interview Skills,
- Certificate of Completion in Initial Investigation Course.
- Certificate of Participation Workshop for AML/CFT/PF.
- Certificate of Graduate for the Induction Training Programme for Traffic Wardens hosted by the Police Academy St James.
- Certificate in Supervisory Management, Industrial Relations, Accounts Payable, Administrative Skills.
- Certificate of Completion in Catering and Hospitality, Advance Counselling, Computer Literacy, Secretarial Duties