

**TECU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED**

**APPLICATION PACKAGE**

**NOMINATION TO COMMITTEES**

**FOR THE 2022/2023 TERM OF OFFICE**

**Dated: February 10, 2022**

**Strictly Confidential**



**ELECTIONS FOR THE BOARD, CREDIT AND SUPERVISORY COMMITTEES**

Dear Prospective Nominee

TECU Credit Union Co-operative Society Limited (TECU) thanks you for choosing to participate, as an Applicant, in our nomination and election process for a position on the Board of Directors, Credit Committee or Supervisory Committee. TECU places immense value on the dedication and commitment displayed by our voluntary Officers, and consequently, acknowledges your interest in seeking nomination to fill the following vacancies in accordance with our Bye-Laws.

The following vacancies arise:

Board of Directors	– four (4) positions
Credit Committee	– five (5) positions
Supervisory Committee	– five (5) positions

In accordance with the Bye-Laws, there will also be election of two (2) alternates to the Board, Credit and Supervisory Committees.

In this Application Package, you will find information on the eligibility, selection and qualification criteria for Applicants, and the undertaking and expectations of Board, Credit and Supervisory Committee members in their roles of leadership, governance and/or oversight of the affairs of TECU.

The TECU Board of Directors (Board) has appointed a Nominating Committee to screen, select and recommend nominees in accordance with the criteria set by the Board to be considered for election to Office. The Committee’s principal role, duties and responsibilities are to ensure members are fully conversant with the nomination and election process, as well as to assess the eligibility of Applicants, in order to recommend the highest quality candidates for the Board, Credit or Supervisory Committee. Further details on the processes to be undertaken by the Nominating Committee are outlined herein.

Should you decide to submit an Application for Nomination to the Board, Credit or Supervisory Committee, you are required to complete and submit this entire Application Package, together with all documents outlined in the Applicant’s Rules and Guidelines.

Any questions to be answered or clarifications needed about the enclosed information should be directed to:

Jessica Andrews  
Corporate Secretary  
TECU House  
Southern Main Road  
Marabella.

[nominatingcommittee@tecutt.com](mailto:nominatingcommittee@tecutt.com)

Yours Co-operatively

Sandra Matthews-Noel  
Honorary Secretary

February 10, 2022

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## A. TECU'S NOMINATION AND ELECTION PROCESS

As established in TECU's Bye-Laws of November 2015, the **Committees** subject to the election of Officers at an Annual General Meeting (AGM) are provided for as follows:

1. Clause 20 provides for the **Board of Directors**, which comprises twelve (12) members, each of whom is elected at an Annual General Meeting (AGM) for a term of three (3) years. Every year, at least one-third (1/3) of Board members are elected and no member can serve for more than three (3) consecutive terms. For the 2022 election, four (4) vacancies are required to be filled. A quorum comprises seven (7) members.
2. Clause 37 provides for the **Credit Committee**, which comprises five (5) members, each of whom is elected at each AGM for a term of one (1) year, and no member can serve for more than nine (9) consecutive terms. A quorum comprises three (3) members.
3. Clause 39 provides for the **Supervisory Committee**, which comprises five (5) members, each of whom is elected at each AGM for a term of one (1) year, and no member can serve for more than six (6) consecutive terms. No member of a Supervisory Committee is eligible to serve on the **Board** or the **Credit Committee**. A quorum comprises three (3) members.

As defined in Clause 50 (a) of TECU's Bye-Laws, the Nominating Committee is charged with the responsibility of *'screening and selecting of nominees in accordance with the criteria set by the Board'* to be considered for election to the Board, Credit or Supervisory Committee. The Nominating Committee is therefore required to screen each Application Package and interview and assess the suitability, experience and qualifications of each Applicant, in relation to the relevant selection criteria approved by the Board.

On the completion of the Applicants' interviews and assessments, the Nominating Committee makes a recommendation as to the most suitable Applicants to fill the respective vacant positions. The Nominating Committee then forwards its recommendations to the Board, based on those identified Applicants who satisfied the Eligibility stage of the Selection Process. All Applicants will be advised accordingly, and all Applicants, except those not accepted, will have the right of staying on the ballot to participate in the election.

Please note that successful nominees elected from the floor at TECU's AGM will be subject to a screening process to be conducted by the Nominating Committee within three (3) days of the election.

## B. APPLICANT'S RULES AND GUIDELINES

1. All members wishing to be considered Nominees for election must be at least eighteen (18) years of age and must be **fit and proper persons** who are members of TECU “**in good financial standing**”.

A **fit and proper person** must meet the following criteria:

- a) Honesty, Integrity, Fairness and Sound Reputation
- b) Competence, Diligence, Capability and Soundness of Judgment
- c) Financial Soundness (the member should demonstrate prudence in the management of his/her own financial affairs)

A member in **good financial standing** is neither delinquent nor inactive and must have a minimum shareholding of Two Thousand Five Hundred Dollars (\$2,500.00).

2. Applicants must provide evidence of an application for a Certificate of Character from the Trinidad & Tobago Police Service (TTPS) by the deadline for submission of applications. However, the Nominating Committee must be in receipt of the Certificate of Character with one (1) month of it being issued.
3. Applicants must attach their updated Curriculum Vitae (CV) to this application package as well as a recent passport size colour photograph in business attire.
4. A comprehensive list of Eligibility Requirements can be found in **Appendix 'B'**.
5. Prospective Nominees are advised to review the **Background Information** in **Appendix 'F'**. Having done so, Applicants wishing to make an application for one (1) of the vacant positions must:
  - a) Obtain the signatures of two (2) Recommenders who themselves must satisfy the eligibility requirements outlined on **Page 4**
  - b) Complete this Application Package in its entirety, and ensure that the following Sections are **signed and dated by all parties concerned**:
    - i) Section C.3. the two (2) Recommenders on **Page 6**
    - ii) Section C.4 –the Applicant on **Page 7**
    - iii) Section E – Appendix A on page 8
  - c) Complete Section I – Applicant's Areas of Expertise/Experience Assessment (**Tables 1 and 2**) of **Appendix 'E'**
  - d) Submit on time the completed Application Package, along with all related documents

## B. APPLICANT'S RULES AND GUIDELINES (Cont'd)

6. Applications for nomination must be submitted in a sealed envelope addressed to:

Nominating Committee  
TECU House  
Southern Main Road  
Marabella

and may be delivered to the head office of TECU, Marabella, or at any of its branches located at Couva and Point Fortin, or by email to [nominatingcommittee@tecutt.com](mailto:nominatingcommittee@tecutt.com)

Please note electronic submissions must be signed by the applicant, proposer and seconder.

All applications must be received no later than Friday February 25, 2022 at 3:00 p.m.

Incomplete and/or late Application Packages will not be accepted.

7. All Application Packages will be treated with the strictest confidence.
8. On closure of the nomination period, the Nominating Committee will screen and verify Applicants' submissions, validate each Applicant's eligibility, conduct Applicant interviews and assess the application and interview results.
9. The Nominating Committee will recommend to the Board for election at the AGM, chosen Applicants as Nominees, who qualified to fill the vacant positions.

**NB: Applicants are reminded to ensure that members recommending them have not already recommended another Applicant for the same Committee for which they are applying.**

## C. REQUIREMENTS TO BE SATISFIED BY RECOMMENDERS

1. Each Recommender proposing and signing the Application for Nomination of an Applicant must:
  - a) be a member of TECU for at least five (5) years;
  - b) be a member of TECU in **good financial standing**
  - c) be a **fit and proper person**
  - d) indicate current or last occupation
  
2. Recommenders **must not**:
  - a) Recommend **more than one (1) Applicant for any Committee**
  - b) Recommend an immediate relative i.e. parents, spouse, children, siblings.

D. APPLICATION FOR NOMINATION 2022/2023

1. APPLICATION FORM

I, \_\_\_\_\_ member of TECU, do hereby offer myself  
*NAME IN BLOCK LETTERS*

for nomination to the indicated Committee as follows:

**(TICK only the appropriate box against the chosen Committee).**

- BOARD of DIRECTORS for a term of three (3) years
- CREDIT COMMITTEE for a term of one (1) year
- SUPERVISORY COMMITTEE for a term of one (1) year

Please complete, where applicable, the application form in **BLOCK LETTERS**.

APPLICANT'S FULL NAME: .....

MEMBER NO.: ..... NO. OF YEARS AS A MEMBER: .....

HOME ADDRESS: .....  
.....  
.....

E-MAIL ADDRESS: .....

DATE OF BIRTH: ...../...../..... GENDER:  Male  Female  
dd mm yy

CONTACT NOS: Home: ..... Work: ..... Mobile: .....

CURRENT EMPLOYER/OCCUPATION: .....  
.....

LENGTH OF TIME IN CURRENT POSITION: ..... (Years)

IF RETIRED, LAST EMPLOYER/OCCUPATION.....

LENGTH OF TIME IN LAST POSITION BEFORE RETIREMENT: ..... (Years)

D. APPLICATION FOR NOMINATION FORM 2022/2023(cont'd)

2. TWO (2) RECOMMENDERS

RECOMMENDER 1

I, -----, hereby declare that I have satisfied all the requirements as recommender and endorse .....as an applicant.

FULL NAME: .....

MEMBER NO.: ..... NO. OF YEARS AS A MEMBER: .....

CURRENT OCCUPATION: .....

IF RETIRED, LAST OCCUPATION: .....

E-MAIL ADDRESS: .....

CONTACT NOS: Home: ..... Work: ..... Mobile: .....

..... SIGNATURE DATE

RECOMMENDER 2

I, -----, hereby declare that I have satisfied all the requirements as recommender and endorse .....as an applicant.

FULL NAME: .....

MEMBER NO.: ..... NO. OF YEARS AS A MEMBER: .....

CURRENT OCCUPATION: .....

IF RETIRED, LAST OCCUPATION: .....

E-MAIL ADDRESS: .....

CONTACT NOS: Home: ..... Work ..... Mobile .....

..... SIGNATURE DATE

D. NOMINATION FORM 2022/2023(cont'd)

3. APPLICANT’S UNDERTAKING, EXPECTATIONS AND DECLARATION

*Undertaking and Expectations*

As a nominee to be considered for a position on the stated Committee of TECU Credit Union,

I, ....., hereby solemnly undertake to:

- a) Serve as a **Volunteer Officer** of TECU
- b) Comply with the rules and guidelines related to the Nomination and Election Process
- c) Observe and abide by the Bye-Laws, Policies and Procedures of TECU, and the provisions of the revised Co-operative Societies Act (CSA), Ch. 81:03), 2015, as applicable
- d) Comply with the Officer’s Code of Ethics, Conflict of Interest Guidelines and other Duties and Obligations adopted by the Board from time to time as well as provide a Certificate of Character issued by the Trinidad & Tobago Police Service
- e) Consent to the disclosure of my credit union information to or from any credit reporting agency
- f) Resign from the ..... (**as appropriate**) in the event it is established that I have failed or ceased to meet the requirements as stated in (d) above; or if any of the disqualifying criteria apply, as set out in the CSA, during my term of office
- g) Sign a Confidentiality Statement on becoming an Officer of TECU.

The Applicant, having signed this Application Package for Nomination, consents to TECU reviewing any of his/her financial information on file at TECU, and agrees to TECU conducting a credit check of his/her affairs for the sole purpose of establishing eligibility for election to his/her chosen Committee.

The Applicant agrees to be available to undergo the interview and assessment stage by the Nominating Committee. If selected, the undersigned will be notified and will be required to attend the upcoming AGM.

.....  
**Declaration:**

I, .....

- declare that the information provided on page 5 is true and correct to the best of my knowledge
- accept this nomination, and
- acknowledge that I have read, understood and accepted the above undertaking and expectations of an Officer of TECU.

.....  
**SIGNATURE OF APPLICANT**

.....  
**DATE**

Appendix 'A'

E. DISCLOSURE REQUIREMENTS

Applicants are required to provide a **Yes/No** answer to the following questions. Indicate your response by ticking the appropriate box below. If yes, kindly reveal a brief statement of the relevant situation under each question. Please note that the questions do **NOT** relate to your personal TECU transactions.

- a) Are you an Owner, Partner, Director or Manager of an entity that is an interested party to an existing or proposed contract or agreement with TECU?  
 **Yes**       **No**
  
- b) Do you currently have any pending matters before the Court?  
 **Yes**       **No**
  
- c) Are you currently sitting on any Board or Statutory Committee of any other Credit Union?  
 **Yes**       **No**
  
- d) Are you a parent, spouse, child or sibling of a person who is an interested party to an existing or proposed contract or agreement with TECU, or who is an Employee of TECU?  
 **Yes**       **No**
  
- e) Have you ever worked in a senior managerial position in an entity that went out of business?  
 **Yes**       **No**
  
- f) Have you ever been dismissed or asked to leave a job?  
 **Yes**       **No**
  
- g) Name other organizations in which you have been involved over the last ten (10) years.  


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I certify that the information provided above is true and correct.

.....  
**SIGNATURE OF APPLICANT**

.....  
**DATE**

## Appendix 'B'

### F. APPLICANT'S ELIGIBILITY REQUIREMENTS

The following Eligibility Requirements apply to **each** applicant who aspires to be a prospective Officer of TECU:

- Is at least eighteen (18) years of age
- Is a member of TECU '**in good financial standing**' [refer to page 2 (1)], who is not a salaried employee of TECU, either at the time of applying to be an Officer, or a past employee within the last five (5) years
- Is not disqualified under the CSA or the Bye-Laws of TECU
- Is not a Board, Credit or Supervisory Committee member or employee of another Credit Union
- Has disclosed to the Nominating Committee, before the election is held, all matters he/she is required to disclose under the CSA
- Is not an **immediate relative** (parent, spouse, child or sibling) of a serving Board Member
- Is not an immediate relative of an Applicant applying for a position on the same Committee and in the same election
- Has never declared personal or business bankruptcy
- Has completed the Application Package in its entirety and signed or arranged to have signed all documents requiring signatures
- Has included in his/her Application Package an updated and signed CV and a recent colour photograph in business attire - passport size.

Applicants may also be subjected to credit/criminal checks, at the discretion of the Nominating Committee.

## Appendix 'C'

## G. DISQUALIFICATION CRITERIA

The following persons are **disqualified from becoming or remaining Officers of TECU**:

- 1) One whose membership in TECU has been terminated other than voluntarily
- 2) One who a Court of Law has decided is of unsound mind
- 3) One who is an undischarged bankrupt
- 4) One who is more than sixty (60) days in arrears in the payment of a debt owed to TECU, except where (the Parties have entered into alternative arrangements)
- 5) One who has committed an **offence** or has been convicted of a felony and has not received a pardon for the offence
- 6) One whose membership in a professional association has been terminated for professional misconduct
- 7) An employee of the Co-operative Credit Union League of Trinidad and Tobago (CCULTT) or the Association of Credit Union Presidents of Trinidad and Tobago (ACCUPTT)
- 8) A professional advisor who currently provides services to TECU in his/her professional capacity
- 9) A public servant whose employment duties and responsibilities include regulation and/or supervision of Credit Unions.

**NB: An offence referred to in item (5) above is one that:**

- a. **Is related to the qualifications, functions, duties and/or behaviour of an Officer of TECU;**
- b. **Involves theft, fraud or other misappropriations;**
- c. **Involves a contravention or failure to comply with the CSA, TECU's Bye-laws or any other law applicable to Credit Unions.**

## Appendix 'D'

### H. SELECTION CRITERIA

The selection criteria utilised by the Nominating Committee in the screening, assessment, selection and recommendation of proposed Nominees are based on the Applicant's Eligibility Requirements set out in Appendix 'B', and the interview and assessment criteria developed and approved by the Board of TECU.

The selection criteria to be used by the Nominating Committee are as follows:

#### 1. Individual Selection Criteria for Applicants

An Applicant should display some combination of the following attributes:

- a) Understand and internalise the Vision, Mission and core values of TECU
- b) Commit to the spirit of volunteerism and service to the Credit Union
- c) Display the ability to bring a different perspective of strategic and cognitive thinking, business acumen and/or social consciousness to Committee deliberations and decision-making
- d) Recognise the significance of corporate governance and the fiduciary roles, duties and responsibilities of the Statutory Committees
- e) Commit to regular attendance, and time demands, of Board/Committee meetings and events, and adequate preparation for and contribution to meetings
- f) Provide leadership and be an effective communicator
- g) Support the tenets and practice of teamwork
- h) Show personal integrity and financial sobriety at all times, coupled with high ethical and moral standards
- i) Be receptive to continuous training and personal learning and development
- j) Possess the ability to interpret and assess the meaning and implications of financial and budget statements and audit reports
- k) Have the capability to access and use electronic information and communication technology devices in all their business forms and applications

## Appendix 'D' cont'd

### H. SELECTION CRITERIA – Cont'd

#### 2. Other Selection Criteria for Applicants

It is desirable that Applicants have:

- a) An understanding of the co-operative philosophy, principles and values
- b) Experience in and exposure to the co-operative system and its operations, as it is applied and practised in Trinidad and Tobago in particular and internationally in general
- c) Experience of or familiarity with Financial & Management Accounting, Financial Instruments and International Financial Reporting Standards (IFRS)
- d) Some experience of or familiarity with Strategic Planning, Enterprise Risk Management (ERM), and Investment Management
- e) Some exposure to Capital Markets Financing Instruments e.g. interest rates, balance sheet financing, securitizations, etc.
- f) Some expertise or experience in the fields of Micro-economics, Finance and Treasury Management and/or Legal Services
- g) Some knowledge of, experience or familiarity with, Information and Communication Technology
- h) Some exposure or experience in the fields of Engineering, Marketing or Customer Relations
- i) Demonstrated a reputation of involvement in community work outside credit union activities

The Nominating Committee **may not accept** any Applicant's nomination where:

- The Applicant and/or the Recommenders have not satisfied completely and accurately the Eligibility Requirements
- The Application Package has not been submitted within the prescribed date and time frame
- The Applicant has not adhered to the Applicant's Rules and Guidelines, the provisions of the CSA and/or the TECU Bye-Laws
- The Applicant has failed a background, credit or criminal check

An Applicant may, upon the receipt of a notice of non-acceptance from the Nominating Committee, submit an appeal in writing within three (3) working days from the date of notification. The Nominating Committee will review the nomination, in light of any new/changed information provided, and inform the Applicant in writing of its decision, which may include, at its discretion, an invitation to attend a meeting to discuss the matter. All decisions rendered by the Nominating Committee at this stage are final.

## Appendix 'E'

### I. APPLICANT'S AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT

1. TECU is a Credit Union committed to high standards of competency and proficiency for its Statutory and Board Appointed Committees. The Board therefore anticipates that each elected or appointed Officer brings a specific level of knowledge and experience that will redound to the benefit and interest of the Credit Union, its members and its employees alike.
2. In light of this commitment, the Nominating Committee has developed two (2) **Tables** to firstly, allow Applicants to indicate, in **Table 1**, the highest level of formal education attained, and secondly, to conduct, in **Table 2**, a self-assessment, which is intended to highlight the degree of expertise, knowledge and experience Applicants will bring to the Credit Union.
3. Kindly indicate in **Table 1** your current level of formal education by ticking the appropriate box:

**TABLE 1 – Level of Formal Education Attained (Please specify level):**

- a.  Secondary  
\_\_\_\_\_
- b.  Technical/Vocational  
\_\_\_\_\_
- c.  Tertiary  
\_\_\_\_\_

4. Applicants are required to indicate their levels of expertise, knowledge and/or experience in **Table 2** on **Pages 15 - 17**, by assigning an appropriate '**letter rating**', stated hereunder, to represent your personal rating against each **competency/skill** as follows:

4.1. **RATINGS:**

- **S** – **Strong**
- **G** – **Good**
- **B** – **Basic**
- **NE** – **No Experience**

## Appendix 'E' cont'd

## I. APPLICANT'S AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT – cont'd

**4.2. DEFINITIONS:**

To assist Applicants in assigning the foregoing ratings, the following definitions are provided to assure conformity in the assignment of individual ratings by Applicants:

- i) **Strong:** Possession of a degree/diploma in the competency/skill area and have direct wide experience in or significant familiarity with the field, as part of work experience
- ii) **Good:** Understanding of the fundamentals and concepts that are encountered in this competency/skill area
- iii) **Basic:** Have some knowledge of or familiarity with the competency/skill area
- iv) **No Experience:** Have no knowledge of or familiarity/experience with the topic or area

## Appendix 'E' cont'd

## I. APPLICANT'S AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT – cont'd

## 5. TABLE 2 - Applicant's Self-Assessment

**N.B. The highlighted areas are additional competencies required by TECU.**

	COMPETENCY/SKILL AREA	APPLICANT	FOR OFFICIAL USE ONLY		
		LETTER RATING	NUMBER RATING	RANKING	TOTAL SCORE
1.	<b>Asset Management and HSSE Services:</b> <ul style="list-style-type: none"> <li>▪ Property – Property development, planned and routine maintenance</li> <li>▪ Procurement and inventory management</li> <li>▪ Health, Safety and Environmental Issues</li> <li>▪ Security systems</li> </ul>				
2.	<b>Audit:</b> <ul style="list-style-type: none"> <li>▪ Performance and regulatory standards</li> <li>▪ Examination, reviews and auditing policies and procedures</li> <li>▪ Financial and operational auditing and reporting</li> </ul>				
3.	<b>Budget Planning and Control:</b> <ul style="list-style-type: none"> <li>▪ Annual and medium-term budget planning</li> <li>▪ Budgetary analysis; variance analysis; budgetary control</li> </ul>				
4.	<b>Business Development and Marketing:</b> <ul style="list-style-type: none"> <li>▪ Create innovative products and proposals</li> <li>▪ Increase market share</li> <li>▪ Excellent interpersonal relations</li> <li>▪ Customer Relations Management, Promotions and Sales</li> </ul>				
5.	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ Oral and written communication</li> <li>▪ Excellent communication and presentation skills</li> </ul>				
6.	<b>Compliance:</b> <ul style="list-style-type: none"> <li>▪ Legal and regulatory</li> <li>▪ Adherence to standards and regulations</li> <li>▪ External rules and internal systems of control</li> </ul>				
7.	<b>Credit, Collections and Loan Portfolio Management:</b> <ul style="list-style-type: none"> <li>▪ Credit worthiness; credit collection; delinquency</li> <li>▪ Financial assessment, analysis and evaluation</li> </ul>				
8.	<b>Credit Union System and Operations:</b> <ul style="list-style-type: none"> <li>▪ Co-operative business model; key components of operations (member service and relations; physical and technical infrastructures)</li> </ul>				
9.	<b>Engineering Services</b> <ul style="list-style-type: none"> <li>▪ Assessment of projects</li> <li>▪ Critical thinking and analytical skills</li> <li>▪ Problem solving and decision-making</li> </ul>				
10.	<b>Enterprise Risk Management:</b> <ul style="list-style-type: none"> <li>▪ Risk analysis, assessment and monitoring</li> <li>▪ Categories of risks - strategic, financial, operational, human resource, regulatory and governance risks</li> </ul>				

## Appendix 'E' cont'd

## I. APPLICANT'S AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT – cont'd

5. TABLE 2 – Applicant's Self-Assessment

	COMPETENCY/SKILL AREA	APPLICANT	FOR OFFICIAL USE ONLY		
		LETTER RATING	NUMBER RATING	RANKING	TOTAL SCORE
11.	<b>Executive Recruiting and Human Resource Management:</b> <ul style="list-style-type: none"> <li>▪ Recruitment and engagement policies and practices, performance evaluation</li> <li>▪ Career and succession planning, remuneration, benefits and allowances</li> <li>▪ Pension and superannuation schemes</li> </ul>				
12.	<b>Financial Literacy, Expertise and Administration:</b> <ul style="list-style-type: none"> <li>▪ Preparation, interpreting and reporting of financial statements and reports</li> <li>▪ Financial accounting principles, standards, and conventions/ customs</li> <li>▪ Financial policies and procedures</li> </ul>				
13.	<b>Governance and Ethics:</b> <ul style="list-style-type: none"> <li>▪ Board and Management; policies, rules, processes and procedures</li> <li>▪ Organisational structure; decision-making and delegation of authority</li> <li>▪ Committees; ethical and behavioural declarations and mandates</li> </ul>				
14.	<b>Information and Communication Technology:</b> <ul style="list-style-type: none"> <li>▪ Hardware and software systems and applications; networking and databases</li> <li>▪ Web-enabled products and services, communication and copying devices</li> <li>▪ System design, implementation, upgrade and maintenance, and cybersecurity</li> </ul>				
15.	<b>Investment, Treasury and Cash Management:</b> <ul style="list-style-type: none"> <li>▪ Funds management, allocation and release; cash liquidity and overdraft</li> <li>▪ Interest rates; borrowings; disbursements and security systems</li> </ul>				
16.	<b>Leadership and Teaming:</b> <ul style="list-style-type: none"> <li>▪ Leadership skills, traits and attributes</li> <li>▪ Teamwork</li> </ul>				
17.	<b>Legal Services:</b> <ul style="list-style-type: none"> <li>▪ Loan and mortgage agreements, service, supply and construction contracts</li> <li>▪ Legislative and regulatory changes and amendments, disputes</li> <li>▪ Current legislation governing Co-operatives (CSA, 2015); Bye-Laws review</li> </ul>				

## Appendix 'E' cont'd

## I. APPLICANTS' AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT – cont'd

5. TABLE 2 – Applicant's Self-Assessment

	COMPETENCY/SKILL AREA	APPLICANT	FOR OFFICIAL USE ONLY		
		LETTER RATING	NUMBER RATING	RANKING	TOTAL SCORE
18.	<b>Project Management:</b> <ul style="list-style-type: none"> <li>▪ Effective Communication Skills</li> <li>▪ Leadership and Negotiation</li> <li>▪ Scheduling and Time Management</li> <li>▪ Risk analysis and Management.</li> <li>▪ Critical Thinking and Problem Solving</li> </ul>				
19.	<b>Strategic Thinking, Planning and Development:</b> <ul style="list-style-type: none"> <li>▪ Planning models, concepts, processes and direction; credit union expansion</li> <li>▪ Brain-storming; plan development, implementation and monitoring</li> </ul>				
20.	<b>Other Competencies or Skill-set Areas:</b> <ul style="list-style-type: none"> <li>▪ Please attach on a separate sheet details of other competencies you may possess.</li> </ul>				

## Appendix 'E' cont'd

### I. APPLICANT'S AREAS OF EXPERTISE/EXPERIENCE ASSESSMENT – cont'd

#### 6. GENERAL COMMENTS AND EXPERIENCES

Applicants are required to provide a concise statement on each of the following topics:

- **Personal Statement of Interest** – How can I contribute to the Committee to which I am elected?

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- **Community/Social/Sporting Involvement** – In which organizations, associations and/or sporting clubs are you actively involved, and in what capacity?

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- **Governance Experience** – What is your actual experience/exposure in being a Board, Management and/or Committee member?

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- **General** – State any other experience you have obtained that will enhance your contribution to TECU's interests as a Credit Union.

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## Appendix 'F'

### J. BACKGROUND INFORMATION FOR APPLICANTS

TECU has been in existence for over seventy (75) years. Over seven decades of dedication, commitment and service to our members in particular, and to Trinidad and Tobago in general, means over three generations of people helping people: a co-operative philosophy that brings stability, longevity and strength to TECU's members, regardless of the ups and downs of the economy. During this period of service to our members, TECU has been providing, on an expanding scale, a range of financial products and services, commensurate with the aspirations, desires and needs of members. In short, TECU's focus has, and continues to be, its members. It is expected that Applicants for the upcoming election, if chosen, will demonstrate similar enthusiasm and steadfastness in the execution of their duties and responsibilities.

#### 1. VISION, MISSION AND VALUES

The following are TECU's Vision, Mission and Core Values, which guide the day-to-day operations of the Credit Union:

**1.1. VISION** - To be the leading Credit Union Co-operative in the Caribbean.

**1.2. MISSION** - To demonstrate concern for our communities and improve the quality of life of members by providing superior member service and exceptional returns through innovative financial services, fit and proper employees and volunteers.

#### 1.3. CORE VALUES

TECU is committed to:

1. The co-operative philosophy and principles of volunteerism, thrift, democratic governance – one member one vote, member ownership and control and the respect for the individual employee and for his/her well-being
2. The interest of our members at all times
3. An established code of ethics, including confidentiality, integrity, honesty and mutual respect
4. The improvement of the quality of life and sustaining the confidence of our members by providing excellent returns, innovative products and superior services through trustworthy, committed and well-trained employees and volunteers, whilst maintaining good governance
5. Visionary leadership, prudent management and compliance with statutory regulatory bodies

## Appendix 'F' – cont'd

### J. BACKGROUND INFORMATION FOR APPLICANTS – cont'd

#### 1.3. CORE VALUES – cont'd

6. Continuous improvement of services and the introduction of innovative products for the satisfaction of members
7. An environment of excellence, through continuous organizational learning, friendly and courteous service
8. Preservation of the environment
9. Good corporate citizenship

#### 2. BOARD OF DIRECTORS

The Board is elected by the Credit Union membership during an annual general meeting (AGM) and reports to the general membership. The Board is the pinnacle of the overall leadership and management team, which includes the Supervisory and Credit Committees. The Board, Credit and Supervisory Committees are the pinnacle of the Credit Union with the Board having the ultimate decision-making authority and responsibility for directing and controlling the affairs of the Credit Union. Within the Board, an Executive Committee is appointed, comprising of the President, Vice President, Honorary Treasurer and Honorary Secretary.

#### 3. CREDIT COMMITTEE

The Credit Committee is comprised of a group of members, elected at an AGM and responsible for assessing the credit standing and worthiness and the ability to repay debt of prospective borrowers of the Credit Union. This Committee is guided by the Credit Policy of the Credit Union.

#### 4. SUPERVISORY COMMITTEE

The Supervisory Committee functions as auditors of the society, with oversight and investigative authority. This group has the privilege of free access over the affairs of the Credit Union with their priority being their responsibility to the general membership.

#### 5. BYE-LAWS OF TECU

The Bye-Laws of TECU are the written rules that regulate and govern the business of The Credit Union, and are required by the Co-operative Credit Union Act. Bye Laws are important and vital for the running of a credit union, as they ensure there is good governance and accountability of Board, Management and Staff to the members of our Credit Union. The Bye Laws must be approved by the membership before submission to the Commissioner of Co-operatives for final ratification. Members vote for or against all Bye Law amendments at the AGM or at a Special General Meeting, if changes are required prior to the AGM.

## Appendix 'F' – cont'd

## J. BACKGROUND INFORMATION FOR APPLICANTS – cont'd

**6. GENERAL INFORMATION**

Applicants are advised to pay particular attention to the following statements:

- All Officers of TECU have a fiduciary responsibility to the Credit Union and its members.
- Board members may be appointed to serve on Board Committees.
- All Board members are expected to prepare for and attend regular and special Board meetings, planning sessions, the AGM and other Board events that may require your attendance.
- Officers on the Credit and Supervisory Committees are required to attend weekly/monthly meetings to carry out the functions and responsibilities as outlined in the TECU Bye-Laws.
- A breach of the CSA provisions and TECU's Bye-Laws and/or the Code of Ethics may result in removal.
- On becoming an Officer of TECU, there is an associated risk of liability as per the revised CSA, 2015, and the amended Financial Intelligence Unit (FIU) Act and Regulation, 2011
- Consequent on the volunteerism exhibited at, and as a matter of policy by TECU, Officers do not receive remuneration for their services.

**NB:** *Provisions of the revised Co-operative Societies Act (CSA), Chapter 81:03, 2015, and the Financial Intelligence Unit (FIU) Act, Chapter 72:01 and FIU Regulations, 2011, can be found as follows:*

- a. **CSA – Web-search:** [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt) **and click on:**  
*Ministry of Legal Affairs > Online Services > Revised Laws of Trinidad and Tobago > Alphabetical Listing > Letter 'C' > Co-operative Societies*
- b. **FIU Act – Web-search:** [www.fiu.gov.tt](http://www.fiu.gov.tt) **and click on:**  
*FIU Trinidad Tobago > The Financial Intelligence Unit of Trinidad and Tobago Act*
- c. **FIU Regulations – Web-search:** [www.fiu.gov.tt](http://www.fiu.gov.tt) **regulations,** **and click on:**  
*Home – Financial Intelligence of Trinidad and Tobago > Financial Intelligence Unit of Trinidad and Tobago, Chapter 72:01 and the Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011, under Legal Framework.*