



**Director Candidate Information  
and  
Nomination Guide**

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## 1. Introduction

This guide serves as a general introduction and aims to inform Director Candidates of the roles and responsibilities of a Director at Belgian-Alliance Credit Union and outlines the candidate application and nomination process.

## 2. The Credit Union Cooperative

Credit Unions are cooperative financial institutions that are founded on the following international cooperative principles:

- **Voluntary and Open Membership** – *Credit Union membership is open to everyone who is willing to accept the responsibilities of membership without gender, social, racial, political, or religious discrimination.*
- **Democratic Member Control** – *Credit Unions are democratic organizations controlled by their members – one membership, one vote. The individuals serving on the Credit Union’s Board of Directors are elected by the members and are accountable to the membership.*
- **Member Economic Participation** – *Members participate in the financial success of the Credit Union based on the amount of business they conduct with the Credit Union.*
- **Autonomy and Independence** – *Credit Unions are autonomous organizations controlled by their members. Each Credit Union has its own Board of Directors that establishes policies focused on meeting the needs of the Credit Union and its members.*
- **Education, Training, and Information** – *Credit Unions provide opportunities for education and training to their members, directors, management, and employees so they can effectively contribute to the ongoing development and success of the Credit Union. They inform the general public about the nature and benefits of the Credit Union.*
- **Cooperation among Cooperatives** – *Credit Unions can serve their members more effectively and strengthen the cooperative system as a whole by working together through local, national, regional, and international structures.*
- **Concern for Community** – *Credit Unions work for the sustainable development of their communities.*

### 3. The History of Belgian-Alliance Credit Union

Belgian-Alliance Credit Union (BACU) lays claim to a proud tradition of dedication to member service and trust by virtue of its presence in the Manitoba Credit Union landscape over several decades. In 2008, Belgian Credit Union and Alliance Credit Union merged to create Belgian-Alliance Credit Union as it is known today. However, the roots of the Credit Union date back to February 17, 1939, when Reverend Father Damas-Van Dyck founded the Belgian Sacred Hearts Society to serve the financial needs of local parishioners.

While our Credit Union continues to evolve with respect to changes in product lines, service channels, and new technologies, BACU continues to live the co-operative values, putting the members first, and being there to help support them on their financial journey.

#### a) Corporate Mission

The Belgian-Alliance Credit Union is a community based financial institution that is open to all, with member needs at the forefront of our decision-making process. We provide friendly, efficient, quality service to help our members reach their financial goals.

#### b) Corporate Vision

We will be a trusted leader and the preferred financial institution in the communities we serve. Our dedication to our members will support an earned reputation of delivering responsive, professional advice and of providing value through strong customer service.

#### c) Corporate Values

Our values guide our actions and decision-making process. They are:

- i. **Members** - We will provide our valued members with the highest level of respect, understanding that they are our most important asset.
- ii. **Employees** - We understand that without engaged and empowered employees, our goal of delivering exceptional member service is limited, and thus we believe that we must reward and compensate our team members accordingly. We will ensure that our employees receive the level of training and support they require to deliver upon our overall objectives and ensure that they are equipped to perform their functions at the highest level possible.
- iii. **Community** - We will dedicate resources to "make a difference" in the communities where Belgian-Alliance Credit Union is present.
- iv. **Integrity** - In managing our credit union, we will promote a high level of member confidence by keeping member interest at the forefront of our decision-making process.
- v. **Operational Excellence** - We will deliver on our commitment to provide excellent service as well as competitive pricing and products.
- vi. **Financial Stewardship** - We will govern our credit union in a manner that promotes financial viability and ensures its long-term success.

## 4. What Does It Mean to be a Director of Belgian-Alliance Credit Union

### Making a Difference

As a Director of Belgian-Alliance Credit Union, you are elected through a democratic vote at the Annual General Meeting by BACU's membership. As a member of the Credit Union and its Director, you will have the opportunity to **Make a Difference** in your Belgian-Alliance Credit Union through:

- Active participation in regular meetings of the Board of Directors and Committee meetings
- Your unique expertise and individual skills that will help to shape strategic decisions made by the Credit Union
- Setting the overall Mission, Vision, and Corporate Values of Belgian-Alliance Credit Union while maintaining accountability, transparency, and fairness
- Advocating on behalf of all members by ensuring that the Board's decisions are balanced, well thought out, and inclusive of the needs of the members
- Overseeing activities of BACU's Executive Management and verifying that strategic goals are met, and Credit Union's resources are being used effectively and efficiently

Remember that you, as an individual Director, will have a significant impact on the effectiveness of the Board, and, ultimately, the Credit Union itself. Your contributions will help determine and shape the strategic direction of the Credit Union.

### Duties and Responsibilities

As a Director of Belgian-Alliance Credit Union, you will be expected to always abide by the provisions of *The Credit Union and Caisses Populaires Act*, *The Credit Union and Caisses Populaires Regulations*, as well as the *Directives*, *Policies*, and *By-Laws* of Belgian-Alliance Credit Union.

You commit to always act in the best interest of the Credit Union and its members, advocate for the principles of the credit union system, and uphold the values of Belgian-Alliance Credit Union. While making decisions, you must exercise an independent mind and judgment and shall never put your own interests ahead of the best interests of the Credit Union and its members.

You must act in good faith, conduct yourself in an ethical manner, avoid partisan politics, be objective, and exercise due care, diligence, and skill when fulfilling your duties. You will, at all times, respect the confidential nature of the business of the Board of Directors.

You are expected to attend the Annual General Meeting of all members, all meetings of the Board of Directors, and all Committee meetings for which you are a member. You commit to being well prepared for all meetings, staying current and maintaining good knowledge and understanding of the Credit Union's business, current regulatory landscape, the Credit Union system, and the overall industry environment.

### Community and Credit Union System Participation

From time to time, Credit Union Directors will be asked to represent Belgian-Alliance Credit Union at various Credit Union system meetings and community-focused activities and events. These requests are generally voluntary and depend on each Director's availability. They provide Directors with the opportunity to strengthen the Credit Union's relationship within the Credit Union system and in the communities it serves.

## Training & Education

The Credit Union operates in a highly regulated financial services industry where the ever-changing regulatory requirements have a direct impact on the Credit Union's operations and Board governance. The Credit Union provides Directors with access to training programs to ensure they understand their role and responsibilities, to enhance their current knowledge, and to provide a reasonable level of comfort in fulfilling their duties as a Director.

All newly elected Directors must complete a number of training courses in order to obtain their Credit Union Director Achievement Certification within the first two terms as a Director of BACU.

Additionally, all Directors are required to complete mandatory annual training that may vary based on the needs of the Credit Union or the Director(s).

## Time Commitment

Being a Director of Belgian-Alliance Credit Union calls for a meaningful commitment of personal time, as there are numerous meetings of the Board of Directors and Committee meetings throughout the year, as well as a number of courses and training that are required to be completed by all Directors on an annual basis.

There are usually eight (8) to ten (10) meetings of the Board of Directors during the year, and between three (3) and five (5) Committee meetings for each of the Committees. Meetings are typically held in the evening on a weekday, although on occasion may be scheduled on a weekend. A Board or Committee meeting usually lasts between two (2) and three (3) hours.

A Director is responsible for preparing for all meetings and is asked to read and examine all relevant materials provided to them prior to each meeting. Information packages compiled for the Directors vary in length and content and will require anywhere between one (1) and three (3) hours of review and meeting preparation time.

On occasion, there will be other meetings and functions that Directors are asked to attend (based on their availability) to represent the Credit Union, typically, for a community event or within the Credit Union system.

Lastly, there are a number of required training courses that will be assigned to each Director on an annual basis. Requirements will vary from year to year, however, on average, a Director can anticipate spending between five (5) and ten (10) hours on training.

## 5. How to Become a Director of Belgian-Alliance Credit Union

In order to be eligible to apply for a Director position, you must meet all requirements as set out in *The Credit Union and Caisses Populaires Act* and *By-Laws* of Belgian-Alliance Credit Union. You must also demonstrate all of the following qualities:

- Align with our Credit Union's Mission, Vision, and Values and being an active advocate of Belgian-Alliance Credit Union and the co-operative credit union system;
- Have a general understanding of corporate governance and the role and responsibilities of being a Director;
- Demonstrate a high level of integrity and ethical conduct;
- Remain independent and objective and always act in best interests of the Credit Union;
- Be able to commit the required time in order to serve effectively as a Director of Belgian-Alliance Credit Union.

All candidates interested in applying for a role of a Director at Belgian-Alliance Credit Union are required to obtain a *Criminal Record Check* from the Winnipeg Police Service and provide results of the check along with a completed *Board of Directors Nomination Form* to [nominations@bacumail.ca](mailto:nominations@bacumail.ca).

In order to be considered for election at the next Annual General Meeting, all required documentation must be provided to the Governance Committee by December 31 of the preceding calendar year.