



BOARD OF DIRECTORS **2021**

nomination package

all a-board; we're ready to welcome you to the team

To sum it up, our board of directors represents our membership and our communities. Together, they work to provide guidance for the organization by approving policies, monitoring organizational results, and by participating in discussions at meetings throughout the year. Our board is committed to the highest standards of corporate governance and our policies all support and reflect that commitment.

WHAT TO EXPECT

We have a very diverse membership, and, for that reason, diversity and a wide range of backgrounds and life experiences are also encouraged on our board so they can effectively represent and understand the needs of our members.

As a Sunova director:

- You will be considered an 'ambassador' for the organization and should always have the best interests of our membership at heart.
- You will provide trusted guidance and recommendations for management, but you will not actively manage or deal with member accounts.
- You will be expected to share your thoughts and opinions, be willing to articulate your viewpoints, and work productively with others.
- You will commit the time and effort required to effectively participate on the board, including:
 - Quarterly board meetings, and any emergency meetings that may be called.
 - Monthly review of online board reports and participation in online discussion.
 - Various committee meetings, as required.
 - Planning sessions, usually 1 – 2 per year.
 - Other organizational events.

ELIGIBILITY

While you don't need financial industry experience to be on the board, there are a number of criteria and qualifications you need to meet, in addition to those set out in the Act, to be eligible to run. Following are the details of eligibility:

Any citizen of Canada who is 18 years of age, a member of the credit union, and satisfies the requirements set out in the by-laws may be a director of the credit union except if that person:

- Is an undischarged bankrupt, or a discharged bankrupt who was discharged within the past seven years;
- Is an employee of a credit union, central, or a fund, or an ex-employee of the same within two years since their employment terminated;
- Is in default for more than 90 days respecting any contractual obligations to the credit union;

- Will not be able to commit the time to adequately perform the functions of a director relating to attending necessary meetings and events, and completing educational requirements;
- Has not been a member of the credit union for at least one year prior to the election;
- Is not a resident of Manitoba unless otherwise approved by the board;
- Is an officer, director, or employee (or the spouse or common law partner) of a business organization providing or selling competitive products and / or services; and
- Is the spouse or common law partner of a Sunova board member, or is related to any Sunova employee. Related parties are classified as follows: current spouse (married, common law), children (own, step, in-law, or grand), siblings (brothers, sisters, including step or half), sibling's current spouse (brother in law, sister in law), sibling's children (nieces, nephews), current spouse's siblings (brother in law, sister in law), current spouse's sibling's current spouse (brother in law, sister in law), current spouse's sibling's children (nieces, nephews), parents (step, grand, great-grand), current spouse's parents (step, grand, great-grand), power of attorney, memberships of which an affiliate or their related party is a signer (including businesses, organizations, trusts, etc.), and memberships of which an affiliate is involved with outside.

Directors running for re-election must continue to meet all of the criteria noted above, including:

- Consistent attendance at required meetings and events, monthly review of board packages, and participation in online discussions;
- Completion of educational requirements, including the CUDA program; and
- Adherence to all board-related policies.

Bonding + criminal record check

As part of the nomination process, all prospective candidates must complete the CUMIS Credit Union Bonding Program (the same one our staff use), which is included at the end of this package. Even though, as a candidate, you're not 'currently employed by the entity requiring the bond or have accepted an offer of employment with the entity', you still must complete the form in its entirety. Incomplete forms will not be accepted.

You will also be asked to complete an online criminal record check. This will be emailed to you once the CUMIS bonding application has been submitted.

2021 BOARD ELECTION TIMELINE

This year, there are three vacancies on the board of directors, each for a three-year term.

Nominations open:	February 8
Nomination deadline:	March 5, 5:00 pm
Candidate review:	March 8 - 17
Candidate orientation:	March 18 – 30
Board election:	March 31 – April 16 (voting closes at 5:00 pm)
Verification of results:	April 19 – 23
AGM + election announcement:	April 29

You must fully complete this nomination package and adhere to all of the nomination criteria in order to be eligible for the board election. Please pay close attention to the details and instructions listed within this package.

Completed nomination packages must be emailed to boardelection@sunovacu.ca and received by no later than 5:00 pm on March 5, 2021. Applications received after that time will not be accepted.

FOR ADDITIONAL DETAILS

For additional information on our board of directors, the election process, or how to apply, please send us an email or give us a call.

boardelection@sunovacu.ca | 204.785.7625

NOMINATION APPLICATION

Please complete the following form in its entirety. Incomplete packages will not be accepted. Before submitting your application, please review and ensure the following checklist is complete:

- Complete contact information.
- Provide a summary of your education, work, and volunteer or board experience, either by filling in the form below or by including your resume with this package.
- Sign and date.
- Include names, member numbers, and signatures for three nominating members.
- Please note that e-signatures will not be accepted, and the candidate and each nominating member must sign this form. (Completed packages can be scanned and submitted with the required signatures.)
- Complete and include a personal statement.
- Submit a high-resolution head shot (photo).
- Complete the bonding application.

CONTACT INFORMATION

Name:	_____		
Sunova member number:	_____	Branch:	_____
Email address:	_____	Phone number:	_____
Home address:	_____		
Province:	_____	Town / city:	_____
		Postal code:	_____
Business address:	_____		
Province:	_____	Town / city:	_____
		Postal code:	_____

EDUCATION + WORK BACKGROUND

Please complete the following section in its entirety, or, as an alternative, you may include your up-to-date resume to highlight your educational background, employment history, and board or volunteer experience.

Education:

Work experience:

Board or volunteer experience:

SIGN + DATE

Applicant's signature: _____ Date: _____

NOMINATIONS

To be eligible, you must be nominated by three adult members, who have either a personal or business account that is in good standing with Sunova Credit Union. Current Sunova employees or board members may not nominate potential candidates.

Nominating members:

Name:	Member number:	Signature:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PERSONAL STATEMENT

In a few paragraphs, please briefly outline why you are interested in joining the Sunova board of directors and why eligible members should vote for you. Once your nomination package has been verified and accepted, this personal statement will be included in our election advertising and on the voting website.

Please include this statement with your nomination package.

CANDIDATE PHOTO

Please include a high-resolution photo (ideally a head shot) with your nomination package. Candidate photos will appear in our election advertising and on the voting website.

BONDING APPLICATION

Please complete the bonding application at the end of this package in its entirety. An example of a fully completed bonding application form can be found on our website in the following section: [Our story](#) > [Meet our team](#) > [Board of directors](#).

NEXT STEPS

Following submission, review, and approval of your completed nomination package, the following steps will take place:

Criminal record check

After submitting your completed nomination package, a representative from the Sunova team will email you a link to an online criminal record check.

Candidate's orientation

To give you a bit more detail on the role, the board of directors, the election process, and the organization, all successful nominees will be invited to participate in an orientation session, which may be in-person or over the phone. This will be completed prior to the election beginning.

Election advertising + campaigning

Your personal statement will be edited and prepared for display, along with your photo, on our election website, as well as shared through various Sunova communication channels to help our members prepare to vote in the election. All nominees will be provided with a copy for review prior to publishing, along with a set of guidelines for how to 'campaign' during the election.

THANK YOU

Thank you so much for your interest in the organization and our board of directors. Please submit your completed application form and all necessary supporting materials by email to boardelection@sunovacu.ca. Our internal audit practitioner will accept and review all submissions to confirm eligibility before forwarding to the nominating committee chair.

While emailed packages are preferred, if you choose to submit your nomination package in-person, it must be delivered to Sunova Support HQ at 233 Main Street in Selkirk, MB prior to the nomination deadline.

Completed nomination packages must be received no later than **5:00 pm on March 5, 2021**.
Incomplete applications or packages received after the deadline will not be accepted.





The Credit Union Bonding Program

Employee Name: _____

Name of Employer: _____

Criminal record check completed? Yes No

Criminal record check CLEAR? Yes No

Reason for Application: New Employee Promotion

Other _____

INDIVIDUAL FIDELITY BOND APPLICATION FOR EMPLOYEE

Fidelity bonding is a firmly established business practice. The fidelity bond you are applying for, within its agreements, conditions and limitations, guarantees that your employer will not sustain a loss by reason of your dishonesty. It also serves notice that you meet the high standards required by the issuer of your bond. Compliance with your employer's rules and faithful and honest discharge of the duties of your position will assure your ability to obtain a bond in any future employment.

INSTRUCTIONS FOR APPLICANT

1. Complete this application only if you are currently employed by the entity requiring the bond or you have accepted an offer of employment with the entity.
2. Complete all questions fully and accurately, as all answers are material to this application. **PLEASE PRINT.**
3. Return the completed application to your employer.

INSTRUCTIONS FOR EMPLOYER

To ensure that there are no delays in the processing of this application, **BEFORE SUBMITTING**, please ensure that:

- a full **10 years** of employment / personal experience is listed (age 18+). **Gaps in history will require clarification.**
- the applicant provides a detailed explanation for answering "Yes" to any questions #1-#11 on page 2
- the applicant **provides a detailed explanation** for any unfavourable items on their credit report such as collection items, R9, Beacon score under 600, judgements etc.

TO ENSURE THAT ALL REQUIRED INFORMATION HAS BEEN INCLUDED, PLEASE REVIEW THE APPLICATION IN FULL PRIOR TO SUBMITTING.

THE APPLICANT:

First Name Middle Name Last Name

Date of Birth _____ Social Insurance No. _____

(Year/Month/Day)

Current Address _____

Previous Address _____

(if less than 3 years at current address)

How many persons are dependent upon you for support (as per most recent income tax return)? _____

POSITION:

Title of your new position _____ Date of Initial Employment/Promotion _____

Position Level: Clerical/Teller Supervisory position Management

OTHER EMPLOYMENT:

Do you have employment, other than at the credit union Yes No If "yes" complete the following:

Name of Employer _____ Position _____

Address _____

PREVIOUS EMPLOYMENT: (For the past 10 years for ages 18+ only)

Give full and complete names and addresses of previous employers, time engaged with each, position occupied, and reason for leaving. If there were periods when you were unemployed, please state what you did during that time. If you were not previously employed, provide general information regarding: **school attendance, leave of absence, illness or travel.** If more space is required, please continue on blank sheet and attach to this application.

Please ensure that there are no gaps in the full 10 year history provided, otherwise please provide an explanation.

Name and Address of Previous Employer	Dates Employed	Last Position Held	Reason for Leaving
1.	From:		
	To:		
2.	From:		
	To:		
3.	From:		
	To:		
4.	From:		
	To:		

For the following questions, if you answer "Yes", *please provide us with a full explanation in a separate letter and attach it to this application.*

Yes No

1. Has any application for a bond been declined by a surety company? Yes No
2. Has any person or surety company been compelled to pay a loss on your account? Yes No
3. Have you ever failed in your own business? Yes No
4. Have you ever voluntarily declared or been petitioned into personal bankruptcy or consumer proposal? Yes No
5. Has any part of your salary ever been garnished? Yes No
6. Have you been found guilty of an offence for which you have NOT received an unrevoked pardon under the Criminal Code, the Food and Drug Act, or the Narcotic Control Act? Yes No
7. Have you accepted responsibility for a criminal offence in an "Alternative Measures" or other similar "Restorative Justice Program"? Yes No
8. Are you presently the subject of any civil action, or have you ever had a civil judgement rendered against you? Yes No
9. Have you been discharged or asked to resign from any position of employment? Yes No
10. Has it been determined by a court of law, quasi-judicial tribunal, or Board of Arbitration that you have committed a dishonest or fraudulent act of any kind? Yes No
11. Are you related in any way to any individual currently employed by the credit union which has hired you? Yes No

**IT IS IMPORTANT THAT THE APPLICANT READ AND FULLY UNDERSTAND THE CONTENTS OF THE AGREEMENT
HEREUNDER BEFORE SIGNING**

AGREEMENT OF APPLICANT

I hereby warrant that the foregoing statements are true and correct, and in consideration of CUMIS General Insurance Company, hereinafter called the Insurer becoming Insurer for me under this bond (the term "bond" shall include the bond herein applied for, every continuation or alteration thereof, and any new bond) in my present or any other position, I agree to unconditionally indemnify and save harmless the said insurer against all actions, proceedings, liabilities, damages, loss, cost and expense, including costs of realization and legal fees on a solicitor client basis, that it may sustain or become liable for by reason of dishonesty on my behalf.

I ALSO UNDERSTAND AND AGREE THAT:

- (a) In the event I am bonded and it is later discovered by the Insurer that any of the answers given are untrue or inaccurate, the insurer may, at its option, cancel the bond.
- (b) Should my circumstances change such that any of the answers given on this application (questions #1 to 11) by me are no longer accurate or true, then I shall immediately notify the Insurer of such change and any failure to do so may result in cancellation of the bond, at the option of the Insurer.
- (c) In the event that I am bonded, I am bound by the terms and provisions of this Agreement.
- (d) The bond is automatically deemed cancelled and terminated on the discovery of any dishonest act on my part whether or not such dishonest act results in any monetary loss to the entity requiring the bond, the Insurer or any other person or organization.
- (e) The Insurer, its agent or the entity requiring the bond, may collect such additional information about me as may be necessary to review and verify the information contained on this bond application. Information may be obtained from sources such as: financial institutions, police forces (federal, provincial, municipal and foreign), current and former employers, credit bureaus, insurance companies, business associates, provincial and federal government departments and foreign governments. The information furnished on this form will be used by the Insurer to determine your eligibility for a bond.
- (f) I may be requested by the Insurer to periodically complete and file an updated "Employee's Application for Fidelity Bond" in substantially the same form as the one filed herewith, with such modifications as may be requested by the Insurer.

I further represent and warrant that I have not concealed or failed to disclose any facts which, if known to the Insurer, would cause the Insurer to decline the bond or which would make the Insurer's liability greater than would normally be expected and I understand and agree that if any such facts should become known to the Insurer, it may, at its option, cancel the bond.

Signature of Applicant

Date

**NOTE: PLEASE ENSURE ALL QUESTIONS ARE ANSWERED BEFORE SUBMITTING.
INCOMPLETE APPLICATIONS WILL NOT BE APPROVED**