

Becoming a Candidate.



2024 Board of Directors
Candidate Package.

Vancity

Table of contents.

- Getting started 1
- What we're looking for 2
- Checklist and key dates..... 4
- Candidate Acceptance of Nomination form 6



Getting started.

Thank you for your interest in joining Vancity's Board of Directors! We're looking forward to your submission.

Please read all documents carefully before proceeding. Before you jump in, here are a few tips to help you make the most of your Candidate Package.

- Tip #1: Kindly review the Candidate Package in its entirety.** If you have any inquiries or need assistance with completing the package, please feel free to reach out to the Governance department at election@vancity.com or by calling us at 604-877-7595.
- Tip #2: Read through the 2024 Desired Director Attributes and the Election Guidelines** to determine whether your skillset closely matches what the Board is looking for and the expectations of each Candidate during the election period.
- Tip #3: Use the Deadlines and Key Dates Checklist (page 4) to check off each section as you complete it.** This way, you can easily keep track of your progress and the documents you need to submit to ensure your candidacy in the Board of Directors election.
- Tip #4: Send the Nomination Form to your chosen nominators for them to fill out.** Note that you will need to include the completed Nomination Forms as part of your documents when submitting to the Governance Department.
- Tip #5: Submit the Acceptance of Nomination Form, along with the necessary supplementing documents (outlined in the checklist) electronically via email to the Vancity Governance Department.** Whether you choose to fill out digitally or manually, it's your responsibility to ensure these documents can be submitted via email to election@vancity.com.
- Tip #6: Submit your candidacy documents a few days before the deadline** so that the Governance Department can ensure you have provided all the necessary documentation. Please note that incomplete submissions or submissions received after the deadline has passed will be disqualified.

What we're looking for.

2024 desired Director attributes and experience.

Vancity seeks to build and maintain a Board comprised of leaders committed to Vancity's vision of building healthy communities who are able to fulfill their governance, legislative, and fiduciary duties. To ensure diversity of thought, background, and experience, we seek Directors who reflect the communities Vancity serves. Recognizing not all Directors will have all the attributes and experience set out below at the beginning of their tenure as Directors, we want Directors that demonstrate a commitment and aptitude to acquire the experience and attributes necessary to make them effective Directors on Vancity's Board.

Community focus.

1. Demonstrated commitment to co-operative values and principles.
2. Deep understanding of the communities Vancity serves, and the opportunities and risks of delivering financial services.
3. Robust networks, relationships, and knowledge that reflect Vancity's current and future membership.
4. Demonstrated familiarity with the role of finance in improving member and community wellbeing, and climate justice.

Leadership.

1. A governance track record.
2. Demonstrated experience in organizations engaged in social justice, financial inclusion, and climate justice.
3. Demonstrated strategic agility and vision.
4. Board experience and a solid understanding of the responsibilities, accountabilities, and liabilities of a Director, including the appropriate roles of both management and the Board.
5. Experience working with management teams to realize long-term vision.
6. Ability to think critically and independently, exercise good judgment, communicate effectively, and foster the creation of positive change.
7. Orientation to work collaboratively and resolve conflict.
8. A learning and development focus, with a commitment to regular Board and Director assessments, and ongoing professional development.
9. Desire to prioritize the time required to participate in a robust schedule (40-50 hours per month) of Board, Director, and leadership duties.

Technical.

1. Understanding of Vancity's values-based business model and the fundamentals of the financial industry.
2. Understanding of the co-operative governance, legal, and regulatory framework in which Vancity operates.
3. Ability to understand and interpret financial reports in relation to an organization's strategic plan and financial outcomes.
4. Experience that demonstrates the skills needed to exercise the fiduciary duty to protect member assets.

Board diversity statement.

The Vancity Board believes embracing diversity involves continually seeking to learn, engage, reflect, and act in order to meet the needs of our Members, employees, and communities.

We acknowledge systemic barriers of discrimination and inequity, and power imbalances related to privilege. We recognize we must work to address these issues. The inclusion of people from diverse backgrounds and with lived experiences – aligned with Vancity's values of integrity, innovation, responsibility, and Reconciliation – helps us to be more courageous in our efforts to achieve the transformative change our vision demands.

2024 areas of focus.

In 2024, the Board welcomes and encourages all candidates, and is particularly interested in hearing from prospective Candidates who have demonstrated experience in governance and leadership, with an ability to add additional value and enhance the Board's existing skills with one or more of the following areas of experience:

- Financial industry experience, including advancing business growth.
- Experience leading transformation in complex businesses or organizations.
- Senior leadership experience in a large, complex, values-driven organization, with a particular focus on risk management knowledge.
- Leadership in service of financial inclusion, labour relations, or climate justice.
- Digital, technology and cybersecurity management or oversight expertise.



Checklist and key dates.

Please review the table below for submission deadlines for documents required by the Nominations and Election Committee and check off each document or session as you complete it.

Submission deadlines for documents required by Nominations and Election Committee.		
Important: Document submissions received after cut-off times will not be accepted.		
	<p>Information session.</p> <ul style="list-style-type: none"> Attendance strongly encouraged Register for the Zoom session by clicking here. After registering, you will receive a confirmation email containing information about joining the Zoom meeting 	<p>Thursday, November 23, 2023 (5:00 pm start)</p>
Nomination and Campaign checklist.		
	<p>Nomination forms. <i>Three eligible nominators required (five recommended)</i></p>	<p>Friday, December 8, 2023 (12 noon cut off)</p>
	<p>Acceptance of Nomination form (included below). <i>Ensure all sections have been completed</i></p>	
	<p>Certn (background check). <i>Once the process of a background check is initiated, you will receive an email requesting your consent and the requisite identification documents needed to facilitate the background check. Note this email will come directly from Certn.</i></p>	
	<p>Photograph.</p> <ul style="list-style-type: none"> Minimum resolution of 1280 x 960 pixels <i>Will be published in Election Bulletin and online</i> 	
	<p>Résumé/CV.</p> <ul style="list-style-type: none"> For Committee use <i>Optional – Your résumé will be published online if you indicate so in section D of the Acceptance of Nomination Form</i> 	
	<p>Email, website address, social media handles. <i>Optional – may be published in Election Bulletin and/or online</i></p>	
	<p>Biography. <i>Optional – will be published online only</i></p>	
	<p>Bankruptcy and insolvency check results. <i>For internal use only. (Note: you are responsible to complete the check through this link)</i></p>	
	<p>Campaign video. <i>Optional – will be published on Vancity's YouTube channel</i></p>	<p>Friday, March 15, 2024 (12 noon cut off)</p>

2024 Board of Directors Candidate Package.

Other important dates/deadlines.	
Committee meets to approve Candidates	Monday, January 29, 2024
Withdrawal from election deadline (If applicable)	Thursday, February 15, 2024 (12 noon cut off)
Candidates may disclose their intention to run for the Vancity Board for the purpose of endorsements and/or creation of campaign materials but NOT launch Candidate social media profiles or websites. Active public campaigning is still not allowed until the campaign period (listed below).	Friday, February 16, 2024

Key dates.	
Nomination period	November 6 to December 8, 2023
Information session for prospective Candidates	5:00 pm on November 23, 2023
Official Close of Nominations	December 8, 2023
Deadline for delivery of completed documents	(12 noon cut off)
Interviews with the Nominations and Election Committee	<ul style="list-style-type: none"> • January 15- 19, 2024 (evenings) • January 20-21, 2024 (anytime during the day) • January 22- 26, 2024 (evenings)
Candidate video submission (optional)	March 15, 2024 (12 noon cut off)
Candidates may begin active public campaigning	Starting April 1, 2024
Election begins	April 8, 2024 (start time 9:00 am)
Election ends	April 26, 2024 (ends at 4:30 pm)
Election results	No later than May 6, 2024
Annual General Meeting	May 8, 2024



Candidate Acceptance of Nomination Form.

Please complete all sections included below, unless indicated as “optional”. Email this form along with all other requested documentation to election@vancity.com.

As a member in good standing, I have been nominated, and agree to stand, as a Candidate in the Vancouver City Savings Credit Union (“Vancity”) Board of Directors’ Election.

To the best of my knowledge and belief, I am eligible to run as a Candidate and, if elected, am qualified to serve on the Vancity Board of Directors, as confirmed by the information provided below.

A. Personal information *(only Latin characters will be visible on the paper ballot).*

Last name First name Initial Pronouns Goes by

How you prefer your name to appear (e.g., Robert Smith, Robert (Bob) Smith, Bob Smith. Professional designations will not be printed.)

Address

Previous Address *(if less than 5 years at current address)*

Telephone: Cell Home Work/business Ext.

Email: Personal Work/business

Indicate your preferred method of contact Date of birth

Do you have any immediate family which means a spouse, including a same sex partner, and anyone living in your household *(part-time or full-time)* that is employed by Vancity?

No Yes, identify:

Have you ever been convicted of a criminal offence involving a breach of trust or dishonesty, for which you have not received a pardon?

No Yes, provide details of the offence.
(If more space is needed, provide information on a separate page and submit with form.)

B. Membership with Vancity *(if you require assistance in determining the duration of your membership, kindly reach out to our Member Services team at 604-877-7000).*

How long you have been a Vancity Member?

C. Conflict of interest.

Are you aware of any circumstances that could create a real or perceived conflict of interest between your personal and/or business interests and Vancity's interests?

No Yes, provide details:

D. Candidate Public Information *(optional).*

If you wish to have an email address, website address, or social media handles (e.g. Facebook, Twitter, Instagram, LinkedIn, or TikTok) published in the election material, provide here. Select a maximum of 3:

Candidate consents to making their following information public (check all that apply):

Biography Résumé

E. Social media history.

Please disclose all social media handles such as Facebook, Twitter, LinkedIn, Instagram, TikTok, or any other active social media accounts. *(Note: your accounts may be reviewed as part of NEC consideration of your candidacy.)*

Are there any current or historical posts which may be of concern to your candidacy, be damaging to Vancity's reputation, or are not aligned with Vancity's values?

F. Social media quotes (for publication on one or more Vancity social media channels) –

- write in first person narrative;
- write in prose form (i.e., no bullet points); and
- do not exceed 250 characters (each letter, number, space, punctuation, etc. is a character); and
- proof-read as your quote will be published as received.

Attention: Your candidate statement will be published as received, subject to the Election Guidelines.

Why do you want to serve as a director on the Vancity Board?

Character count:

What does 'financial force for change' mean to you?

Character count:

Select one of the 4 Vancity values below and explain why it resonates with you.

Integrity

Innovation

Responsibility

Reconciliation

Character count:

G. Professional information (to assist the Nominations and Election Committee).

Current employer and position:

Board(s) on which you currently serve/have served in the last three years (if any):

Organization(s) at which you currently volunteer/have volunteered in the last three years (if any):

Are there any challenges that may prevent you from fulfilling your role as a Vancity director?

No Yes, provide explanation:

H. Attributes and experience *(to assist the Nominations and Election Committee).*

Please indicate your skill level, be concise, and use only the space provided:

E	Expert – You possess a degree/certificate/diploma in the skill area and/or have significant work experience in that field.
G	Good – You understand the basic fundamentals and concepts that are encountered in this skill area.
B	Basic – You have some knowledge of the competency.
NRE	No Relevant Experience – You have no familiarity with the topic or area.

Please describe your experience in the following areas:

Working with co-operative models and co-operative values.

E G B NRE

Relevant example(s):

Governing organizations.

E G B NRE

Relevant example(s):

Social justice issues, including working with financially underserved people.

E G B NRE

Relevant example(s):

Working with organizations engaged in climate justice.

E G B NRE

Relevant example(s):

Working with credit unions and/or the financial industry

E G B NRE

Relevant example(s):

Building and maintaining interested parties confidence and trust

E G B NRE

Relevant example(s):

Working at a senior leadership level.

E G B NRE

Relevant example(s):

In the financial sector, including understanding and interpreting financial reports in relation to an organization’s strategic plan and financial outcomes.

E G B NRE

Relevant example(s):

Working within legal and regulatory frameworks.

E G B NRE

Relevant example(s):

Overseeing technology projects.

E G B NRE

Relevant example(s):

Working collaboratively.

E G B NRE

Relevant example(s):

Working with diverse groups.

E G B NRE

Relevant example(s):

Actively engaging in Reconciliation efforts.

E G B NRE

Relevant example(s):

I. Why you want to be a Director *(to assist the Nominations and Election Committee) – be concise and use only the space provided.*

Describe why you are interested in serving as a Director on the Vancity Board.

Describe what contribution you believe you can make to Vancity.

Describe the values you will bring to your role as a Director.

J. Candidate statement *(for publication in the Election Bulletin and Vancity.com) –*

- write in first person narrative;
- write in prose form (i.e., no bullet points); and
- do not exceed 150 words.

Attention: *Your candidate statement will be published as received, subject to the Election Guidelines.*

Word count:

K. References.

To confirm suitability as a Director, the Nominations and Election Committee may seek information about a Nominee from other sources. Nominees may provide references here (for the Committee’s use only).

Note: All Candidate references should hold a professional relationship with the Candidate (based on work, board, or volunteer experience). Family and friends are not acceptable. The Committee may also reach out to other parties for information on the Nominee.

Name	Contact information	Relationship to you	Length of relationship
1.			
2.			
3.			
(optional)			
4.			
(optional)			
5.			

L. Declaration.

Initial all boxes to indicate you have read and agree with each statement.

I agree that Vancity, its agents, or its representative(s) may obtain any supplemental information necessary to confirm my suitability as a potential Director of Vancity including but not limited to employment references, personal references, credit and criminal records check, and a bankruptcy/insolvency check.

I have read and will abide by the Vancity Rules, Election Guidelines, and the relevant sections of the Credit Union Incorporation Act, and the Business Corporations Act of BC and their regulations, and the Financial Institutions Act. I understand that if I contravene any of the aforementioned, I may be disqualified as a Candidate.

I will always, during this election, act honestly and in good faith.

I confirm the information I have provided is true, correct, and complete to the best of my knowledge and belief – and I will notify Vancity in writing of any material change(s).

I understand any false or deliberately misleading statement contained in either my acceptance of nomination form or supporting information may result in my disqualification as a Candidate.

I acknowledge and agree all the information provided will be used for the purposes described in the Candidates’ Package.

My Campaign expenses will not exceed \$2,500 as per the campaigning section in the Election Guidelines.

2024 Board of Directors Candidate Package.

I fully acknowledge that external entities, including labor unions, social activist groups, political organizations, or any other organizations, are prohibited from participating in campaign activities on my behalf. I am aware that any violation of this guideline may result in my disqualification from the election.

I understand that Campaign Expenses are not reimbursed by Vancity.

I will retain all my campaign receipts and be able to produce them if so requested by the Nominations and Election Committee.

I consent to the Nominations and Election Committee to seek and contact references of my professional background beyond the ones I've provided in my Acceptance of Nomination Form.

If elected, I will comply with the Credit Union Incorporation Act (British Columbia), the Financial Institutions Act (British Columbia), and, to the extent applicable, the Business Corporations Act (British Columbia). and Vancity's conflicts of interest and Director conduct policies.

I declare that I have reviewed the eligibility requirements for Directors set out in Vancity's Rules s. 4.2, and in particular I declare that:

I am not an employee, director, officer, or agent of any organization that carries on the same or similar business to Vancity.

I am not currently - and have not been in the past two years - an employee of Vancity, any of its subsidiaries, or the Vancity Community Foundation.

I do not have immediate family members who fall into either of the above categories.

I am not the director, officer, or controlling shareholder of a corporation which has received more than \$20,000 in payments for services from Vancity or its subsidiaries in the past year.

Date (mm/dd/yyyy)

Name of Nominee

Signature

It is Vancity's policy to accept applications from all Members, regardless of age, sex, gender identity, marital status, colour, race, religion, creed, nationality, ancestry, national or ethnic origin, disability, sexual orientation, membership in any lawful organization, or previous conviction for which a pardon has been granted.

For security this form cannot be reset once digitally signed; please save a working copy prior to digitally signing if you'd like to continue working on the form at a later time.

