

August 29, 2022

Dear Servus member,

Thank you for your interest in becoming a member of the Board of Directors of Servus Credit Union.

Enclosed are the following forms for you to complete and return as part of your nomination package:

- Candidate Consent form
- Candidate release form
- Candidate questions (in word version)
- Interview scheduling form
- Candidate Skills Matrix form

Please complete the above-required forms and return them, along with the following:

- your résumé
- a written statement of intent of no more than 200 words
- A completed detailed criminal records check. (Please take 2 pieces of government issued ID to the nearest RCMP or Police Service Office as soon as possible to ensure results are provided prior to the deadline.)

Prior to submitting your complete package, please read the following important reference documents:

- Director Candidate Profile
- Board functions, commitment, and liability summary
- 2023 Board elections timeline
- Draft 2023 Board Calendar
- Sections of the *Credit Union Act* about director qualifications
- Sections of the Servus Credit Union Bylaws about director qualifications
- Governance Policy 11 – Board Code of Conduct
- Governance Policy 15 – Governance Succession Planning
- Governance Policy 16 – Election Campaign

Please submit all materials electronically as listed on the candidate consent form by 4:30 p.m. on Monday, September 26, 2022, to terri.grant@servus.ca

Please note that we will return for re-submission any incomplete nomination packages, if received before the deadline.

The Nominating Committee is comprised of members of the Board of Directors and external resources. The committee reviews all applications and is responsible for the following:

- Assessing the experience and skills of candidates for election and taking into account the background and expertise of existing directors, any gaps that may exist and the specific ongoing needs of the credit union.
- Identifying, recruiting and, if considered appropriate by the Nominating Committee, recommending to members a diversity of candidates for election as directors who meet the criteria established.
- Preparing for delivery to the members the notice of election required by Sec 58(1) and Sec 64(1) of the Credit Union Act, which shall include a summary of the criteria established

- Conducting the election of directors in accordance with the policies and the guidelines relating to the election and the conduct of the election.

The Nominating Committee will review each nomination received and determine whether the nomination complies with the *Act*, *Bylaws* and the policies. The committee will evaluate all nominations and is empowered to reject any nominations that are not in order or do not comply. Interviews will be conducted only with the candidates that have met all requirements.

The committee will accept the best-aligned candidate applications up to twice plus two, the number of available positions, rejecting any others. The board, exclusive of those directors having submitted their application, will then consider and select from those accepted applicants as recommended by the Nominating Committee. All interested applicants, whether accepted or rejected, will be notified accordingly.

Following the close of nominations, the Nominating Committee of the board will hold a virtual candidate orientation session on Thursday, November 24, 2022. We recommend that all candidates identified for election attend the meeting. Confirmed candidates are asked to attend the session prepared to discuss the election process and any questions they might have about it. We will provide additional details closer to the date.

Candidates identified for election will participate in filming video footage, which we will use in member communication and election marketing materials. Confirmed candidates should be prepared to engage in dialogue with members, facilitated by Servus, including but not limited to Q&A exchanges by email and on social media.

Only materials submitted by candidates and produced by Servus will be used for the purposes of the 2023 Board Election campaign. Materials produced with or supplied by nominees not selected to be part of the election will not be published or used in any way.

If you have any questions, please contact Terri Grant at 780.638.8647 or terri.grant@servus.ca. Visit servus.ca for more information about Servus Credit Union and our governance.

Yours truly,

Shawn Eltom
Chair, Nominating Committee

Candidate's Consent Form

NAME

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

LIST ALL RELEVANT SOCIAL MEDIA HANDLES (LINKEDIN, FACEBOOK, TWITTER, ETC.)

I understand that the Nominating Committee's decision is binding.

I understand that, under the auspices of good governance, the role of the Nominating Committee is to ensure that the best candidates are put forward to the membership. I hereby consent to being nominated for the above stated position of director on the board of Servus Credit Union Ltd., declare I am qualified to hold the position of director in accordance with the *Credit Union Act* and the bylaws of Servus Credit Union Ltd, and understand that I will be notified if my nomination has been accepted upon close of nominations.**

I understand that any candidate materials submitted will only be used for the purposes of the board election process, including member communication.

I understand that as a Director I will make a reasonable attempt to conduct my financial business with Servus Credit Union.

I understand that I will disclose any relationships with current sitting Board members of Servus Credit Union.

I have reviewed and confirm that I can be available for the Board and Committee meeting dates as set out in the Board meeting schedule.

I agree to the terms above and acknowledge checking this box will replace a signature.

DATE



Please complete this form, attach all documents indicated below and deliver by email to the attention of the Chair, Nominating Committee via Terri Grant, terri.grant@servus.ca.

Nominees must complete and provide the following:

1. Candidate Consent form
2. Candidate Release form
3. Interview scheduling form
4. A response to each of the candidate questions (no more than 150 words each; written in the first person, submitted as a Word or text document, not a pdf or image file)
5. Candidate Skills Matrix form
6. Résumé
7. A brief statement of intent outlining individual commitment (no more than 200 words; written in the first person, submitted as a Word or text document, not a pdf or image file)
8. A completed criminal records check. Please take 2 pieces of government issued ID to the nearest RCMP or Police Service Office as soon as possible to ensure results are provided prior to the deadline. Cost of the criminal records check will be reimbursed.

The Nominating Committee will be conducting interviews with the selected candidates. Times and locations for the interviews will be confirmed following the receipt of the completed nomination package.

Should the nomination be accepted, candidates must:

1. Meet with the Nominating Committee in person November 2 - 4, 2022.
2. Provide additional information for, and participate in, the development of video material through November 2022.

THIS FORM AND ALL DOCUMENTS MUST BE RECEIVED BEFORE 4:30 P.M. ON SEPTEMBER 26, 2022

**** QUALIFICATIONS OF DIRECTORS (see references below)**

A person who becomes a director of Servus Credit Union must:

- be an individual who is at least 18 years of age
- be a member in good standing of Servus Credit Union or a designated representative as of October 31, 2021
- conduct the majority of their personal banking with Servus Credit Union
- be bondable in the amount determined by the Board of Directors
- be a citizen or permanent resident of Canada
- not be employed by or be a director of a competing financial institution
- not have a loan from Servus or any credit union where the repayment of principal or interest is in arrears for the prescribed period under the Act
- not, within the immediately preceding five years, have been convicted of an indictable offense
- not have the status of a bankrupt



- not be, or within the five-year period immediately preceding his/her election or appointment to the board, an employee of any body corporate
- not be a director or officer of the Corporation or of another credit union
- not be a professional advisor to the credit union
- not be employed with the public service of Alberta or by a provincial agency and whose substantial duties are directly concerned with the business or affairs of credit unions or of Central
- not have been an employee of Servus Credit Union in the past five years
- not been a director of a credit union who was removed involuntarily due to misconduct from their position within the preceding 5 years.
- not have on ongoing lawsuit or claim against Servus or any of its directors or officers.
- not be the spouse or adult interdependent partner of a director or employee of Servus Credit Union or is a relative of or a relative of a spouse or an adult interdependent partner of, and has the same home as a director or employee of Servus Credit Union
- not be in a real or perceived conflict of interest through personal, business or other relationships
- not be a duly elected member of a municipal, provincial or federal public office or a candidate for the same during the nomination and election period for the Servus Credit Union Board of Directors

Definitions:

Central: Credit Union Central Alberta Ltd.

Corporation: Credit Union Deposit Guarantee Corporation

Body Corporate: A credit union, the Corporation or Central

Designated Representative: an individual, whether a member or not, acting in the individual's representative capacity, who has been designated by a member that is a corporation, partnership or other unincorporated association to represent its membership interests in a credit union

References (excerpts attached as part of Nominating Kit):

Sec. 65 - Credit Union Act

Servus Credit Union Bylaws, March 4, 2021

Governance Policy 15 - Governance Succession Planning

Governance Policy 16 – Election Campaign Policy



Candidate Release Form

Part A – Accuracy of statements

I hereby authorize Servus Credit Union Ltd. ("Servus") or its official election auditor to obtain information to check the accuracy of any statement made by me in my résumé, candidate statement and/or any other material submitted to Servus board for election-related activity.

Part B – Photography/Videography release

I agree to and authorize Servus to take and use, reproduce and/or publish photographs and/or video that may pertain to my candidacy for a position on the Servus Board of Directors, including my image, likeness and/or voice without compensation on the understanding that it is not used in paid advertisements and does not expressly imply my endorsement of any commercial message, product or service, except for my participation in these elections.

I understand that this material may be used in various publications, public affairs releases or for other election-related endeavours. This material may also appear on the servus.ca website.

This authorization is in effect until March 14, 2023, after which all materials will be securely destroyed in a timely manner. Prior to this date, it may only be withdrawn by my specific rescission of this authorization. Consequently, Servus may take and publish photographs of me during the election in order to promote the election itself.

I agree to the terms above and acknowledge checking this box will replace a signature.

PRINT FULL NAME

DATE



Candidate Questions

Please limit all responses to 150 words or less.

Question 1

Servus's Noble Purpose is "Reimagining financial fitness." What does that mean to you?

Question 2

What makes Servus Credit Union different than other financial institutions?

Question 3

What are the key issues or challenges facing the credit union system today?

Question 4

How will your skills and life experiences bring value to the collective Servus board?



Candidate Skills/Competency Matrix – Servus Credit Union

NAME _____

Business Skills and Strategic Knowledge	Director Rating
Financial acumen	
Regulatory and legislative	
Technology	
Digital skills	
AI/Robotics	
Cyber security	
Legal	
Risk Oversight	
Chief Executive Officer Compensation & Performance	
Human Resources	
Strategic planning	
Financial industry experience	
Small Business experience	
Internal/External audit	
Mergers and acquisitions	
Governance Board experience	
Government Relations	
Cooperative business model understanding	
Environmental Social Governance (ESG)	
Personal and Behavioural Qualities	
Passion for credit union system	
Community involvement	
Active participation	
Willingness and ability to listen	
Flexibility – open to new ideas and change	
Sound judgement/critical-strategic thinking	
Integrity	
Team player	
Commitment to learning	
Volunteer experience	
Communication skills	

Candidates should complete the matrix by utilizing a 5-point scale.

- 1 Have a basic knowledge or perception of the competency area (0 – 1 year experience)
- 2 A person that is new to a field or activity and is relatively inexperienced (1 – 3 years experience)
- 3 In the middle, more knowledgeable or experienced than a novice but less than someone who is advanced (3 – 5 years experience)
- 4 Far along or ahead in development or progress (5 – 10 years experience)
- 5 An individual who has a comprehensive and authoritative knowledge of or skill in a particular area (10+ years' experience)

List your completed Courses and Designations:



Nominating Committee Interview Scheduling Form

Interviews with the Nominating Committee are available from November 2 – 4, 2022, at the times indicated below. In the event that you may be called for an interview, please tell us your three (3) preferred time slots by indicating 1, 2 and 3 in order of preference in the corresponding spaces below. Please note the time on the morning of Wednesday, November 2, 2022, that is not available for interviews.

Your scheduled interview time will be confirmed when your selection as a candidate is confirmed.

	Wednesday, November 2	Thursday, November 3	Friday, November 4
8:30 – 9:15 am	Nominating Committee Meeting 8:00 – 9:30 am		
9:45 – 10:30 am			
11:00 – 11:45 am			
LUNCH			
1:00 – 1:45 pm			
2:15 – 3:00 pm			
3:30 – 4:15 pm			

All interviews will take place at Servus Corporate Centre, 151 Karl Clark Road, Edmonton.

PRINT FULL NAME

FOR ADMINISTRATIVE USE ONLY

Contacted:

Date confirmed:

Notes:



Board Elections Timeline

Date	Activity
August 29, 2022	Call for nominations – nomination kits available
September 26, 2022; 4:30pm	Completed nomination forms due
November 2 – 4, 2022	Nominee interviews
November 16, 2022	Interview de-brief and candidate selection meeting (Recommendation to the Board)
November 24, 2022; 4:30 pm	Candidate orientation session – virtual
November 24 – 25, 2022	Candidate video sessions, as required.
January 2023	Ongoing promotion of election and support for candidates
January 16 – February 3, 2023	Board elections
March 8, 2023	Successful candidates announced at Annual General Meeting (Edmonton)
March 9, 2023	Board Organizational meeting (Edmonton)
March 17, 2023	New director orientation (Edmonton)

