



## CREDIT UNION FOUNDATION of BRITISH COLUMBIA

### NOMINATION for POSITION OF TRUSTEE

**DEADLINE:** April 10<sup>th</sup> of each year

**Mail To:** Governance and Nominating Committee  
Credit Union Foundation of British Columbia  
c/o 1441 Creekside Drive

**NOMINATION FOR** *(please print):*

Full legal name: \_\_\_\_\_

Name known as (nickname): \_\_\_\_\_

Home: Mailing Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Work: Mailing Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Credit Union Affiliation: \_\_\_\_\_

**Please attach separate papers:**

- Signed Letter of Recommendation from your credit union or other affiliated organization in support of your nomination.
- List of positions presently held at post-secondary schools, post-secondary school foundations, credit unions, and credit union foundations.
- List of credit union, co-operative, other foundations &/or school activities including dates and any positions previously held.
- A personal statement regarding why you wish to become a Trustee of this Foundation.

I have read the Trustee Position Description and Trustee Participation and acknowledge the expectations of being a Trustee of the Credit Union Foundation of British Columbia.

\_\_\_\_\_  
Signature of Nominee wishing to become a Trustee

\_\_\_\_\_  
Date

# Credit Union Foundation of BC

SECTION POLICIES  
SUBSECTION Trustee's Position Description

March 2016

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<b>ACCOUNTABLE TO:</b>	The members of Credit Union Central of BC. Legally accountable under the <i>Societies Act</i> and other legislation as they apply to charitable foundations.
<b>GENERAL FUNCTION:</b>	Represent the members and be responsible for the overall management of the assets of the Foundation and distribution of the proceeds of these assets.
<b>RESPONSIBILITIES:</b>	
<b>Trusteeship:</b>	Act on behalf of the members to distribute funds according to the Constitution of the Foundation.  Ensure that the Foundation operates within the law and its own policies.  Represent the Foundation as required.
<b>Committees:</b>	Trustees may establish committees as necessary to perform the purposes of the Foundation.
<b>Human Resources:</b>	Select, coach and encourage the Administrator as required.  Provide clear direction to the Administrator in the execution of responsibilities in support of the Foundation.  Ensure that a capable and qualified Board of Trustees is perpetuated by the recruitment and training of suitable members for positions of leadership.
<b>Planning:</b>	Establish the long-range mission statement, objectives, and strategies.  Formulate, approve and monitor the execution of policies.  Design and approve, in conjunction with the Administrator, programs that will achieve the objectives.
<b>Reporting to Members:</b>	Report to the members on the direction and condition of the Foundation and recommend changes in the Policies as required.
<b>Community and System Relations:</b>	Promote the Foundation to its members and the broader credit union community.  Enhance the image of the Foundation by participating in and supporting worthwhile endeavours, such as the Central 1 Credit Union meetings.
<b>Authority:</b>	Directors are empowered as a Board and as Committees within defined terms of reference but have no authority to give direction on an individual basis.

## **CREDIT UNION FOUNDATION of BC: Trustee Participation Expectations** *(Updated 2016)*

### **Meeting & Functions:**

Meeting dates are determined by majority or quorum available. Board meeting duration is usually no more than 2 hours. Trustees are expected to share the duties by participating on one of the main committees (Governance, Audit & Finance or Awards & Grants) and on other sub committees

**Annual General Meeting:** Held in spring each year. (bi-annually it is part of the Central 1 AGM when held in Vancouver, usually in late April or early May.)

**Distinguished Service Awards Luncheon:** Held at the luncheon of the Central 1 AGM when held in Vancouver.

**Board Meetings:** Minimum of four times a year, usually March, June, September and November. Often held at the Central 1 Credit Union Building in Vancouver, however are sometimes held at a credit union office.

**School Award Ceremonies:** If a college or university is in reasonable distance of the Trustee's residence/work, the Trustee is asked to attend award ceremonies; otherwise a local credit union representative is encouraged to attend. Invitations that are non-award orientated, eg fundraisers for special building projects, are not included.

### **Standing Committees:**

Committee Chairs determine whether to meet in person, by telephone conference or by "reply to all" e-mails. In all cases, material is gathered and distributed through the Aprio Boardroom program.

- **Finance & Audit:** Treasurer and 3 Trustees
- **Governance:** 4 Trustees: The Distinguished Awards Committee is comprised of the Governance Committee members and a Central 1 Credit Union appointee; the Trustees Nominating Committee must not include a Trustee who is up for election.
- **Awards (Domestic & International):** 4 Trustees (not the Treasurer)
  - Direct Applications:** Three major meetings a year which are usually held late February/early March, late June, and mid to late November. The Fall review has the largest number of requests and can take up to 3 hours depending on the number of applicants. If convenient, meetings are scheduled the same day as a Board Meeting to accommodate those Trustees who are coming from areas outside of the Lower Mainland. If the numbers of requests are reasonably small in the first and second reviews, they may be dealt with by telephone conference. Recaps of all applications are provided by the Administrator in advance for Trustees to review before the actual meeting dates. Actual applications are brought to the meetings for reference. The committee members approve or decline requests. Award amounts are determined by a pre-approved rate schedule.
  - School Specific Awards:** For school trusts trustees receive material provided by the school. Discussion and decision making is handled by email.
  - Communication:** The CUFBC utilizes the Aprio Boardroom program as their main vehicle of communication. The CUFBC address is; [info@cufoundation.org](mailto:info@cufoundation.org).

### **Reimbursement of Expenses:**

All Trustees serve voluntarily.

### **CUFBC Policy:**

Trustees shall not be entitled to receive honorariums, fees or re-imbusement for lost income.

The Foundation shall reimburse Trustees for reasonable out of pocket expenses incurred while on Foundation business, eg. parking fees while hosting the Fall Trade Show Booth.