



Application for the position of Trustee with the Credit Union Foundation of BC

Please provide the following information to: info@cufoundation.org

- Full legal name
- Home mailing address
- Work mailing address
- Work phone number
- Work email address
- Credit Union affiliation
- Title

Please also provide:

- List of positions (and terms) presently held at post-secondary schools, post-secondary school foundations, credit unions and/or credit union foundations.
- List of credit union, co-operative, other foundation and/or post-secondary school positions previously held (including dates).
- Signed letter of recognition from your credit union or other affiliated organization in support of your nomination.
- A personal statement regarding why you wish to become a Trustee of this foundation.

I have read the Trustee position description and acknowledge the expectations of being a Trustee of the Credit Union Foundation of British Columbia. Should I be selected as a successful candidate for a Trustee role, I hereby agree to represent my credit union (or affiliate organization), adhere to privacy expectations and keep all information pertaining to and arising from my role with the foundation confidential.

Signature of Nominee wishing to become a Trustee

Date

Credit Union Foundation of BC

Trustee's Position Description

ACCOUNTABLE TO:	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.
GENERAL FUNCTION:	Represent the members and be responsible for the overall management of the assets of the Foundation and distribution of the proceeds of these assets.
RESPONSIBILITIES:	
Trusteeship:	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.
Committees:	Trustees may establish committees as necessary to perform the purposes of the Foundation.
Human Resources:	Select, coach and encourage the Program Manager as required. Provide clear direction to the Program Manager 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.
Planning:	Establish the long-range mission statement, objectives, and strategies. Formulate, approve and monitor the execution of policies. Design and approve, in conjunction with the Program Manager, programs that will achieve the objectives.
Reporting to Members:	Report to the members on the direction and condition of the Foundation and recommend changes in the Policies as required.
Community and System Relations:	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.
Authority:	Trustees 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

Meeting & Functions:

Meeting dates are determined by majority or quorum available. Board meeting duration is usually no more than 1.5 hours. Trustees are expected to share the duties by participating on one of the main committees (Governance, Audit & Finance, Marketing & Communications or Awards & International 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 or recognition: 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.

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 online, in person, by telephone conference or by "reply to all" e-mails. In all cases, material is gathered and distributed through Microsoft Teams and the Aprio Boardroom program.

- **Finance & Audit:** Treasurer and 2 Trustees
- **Marketing and Communications:** 3 Trustees
- **Governance:** 3 Trustees: The Distinguished Awards Committee is comprised of a sub-set 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):** 3 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. Recaps of all applications are provided by the Program Manager in advance for Trustees to review. 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 Teams and the Aprio Boardroom program as their main vehicles of communication. The CUFBC email is 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.