

Lakeland Credit Union

Because your Choices Matter



Director Information Package



Be a part of something bigger
Director Applicant Information

Elections
Board of Directors

Please note that applications must be received no later than
January 2, 2025

Late applications will not be considered.

Be a leader at your credit union

Thank you for your interest in becoming a member of Lakeland Credit Union's Board of Directors. Here you'll find everything you need to complete the process, including:

1. **Board Breakdown** - Committees of the Board
2. **The Fine Print** - Board of Director expectations
3. **The Next Step** - How to apply
4. **Biographical Outline** - Application

If you're a dedicated advocate for your credit union and have a collaborative, community-focused mind set, you might be the perfect fit to help make a difference and significant impact on our board.

Applications for nominations must be marked *confidential* and submitted to:

Lindsay Clausen

Administration & Events Coordinator
Lakeland Credit Union
5016 50 Ave, Box 8057
Bonnyville, AB T9N 2J3

Thank you for your interest and good luck!



Board of Directors

Director Applicant Information

Elections
Board of Directors

Dear Prospective Board Candidate:

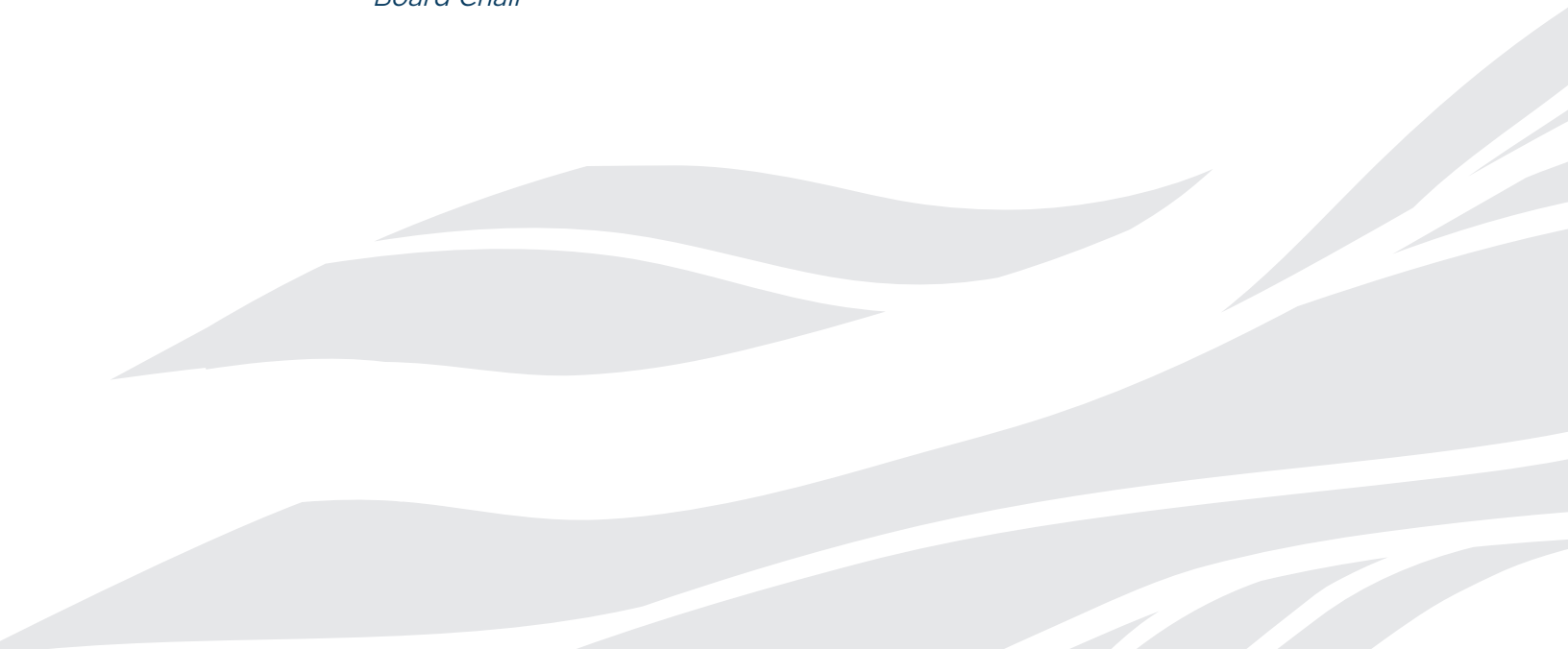
At Lakeland Credit Union we value the dedication and commitment of our members who choose to participate in our nomination and election process as a Board candidate. We thank you for your interest in seeking nomination for our Board of Directors. Inside this package you will find information that will clarify the qualification criteria for candidates and expectations of Board members in their role of governing the credit union. You will also find everything that you need to complete the nomination process. To assist those members who are interested in considering candidacy, the Board appoints a nominations and election committee each year. The committee's primary role is to ensure members are fully informed of the nomination and election process.

To apply, please complete and submit the application package along with all the required documents. If you have any questions, contact: Judy Cabay by email jcabay@lakelandcreditunion.com, Elisa Brosseau at ebrosseau@lakelandcreditunion.com or Dean Dube at ddube@lakelandcreditunion.com.

Please note that applications must be received no later than January 2, 2025.

Yours truly,

Sal Arabi
Board Chair



What Does a LCU Board Director Do?

Board of Directors Elections



Salman Arabi
Board Chair



Judy Cabay
Vice Chair



Kurt Richard
Director



Elisa Brosseau
Director



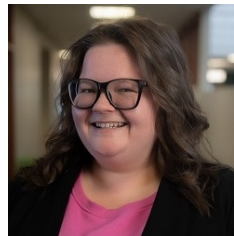
Dean Dube
Director



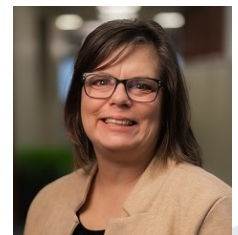
Brian Hamilton
Director



Brian Fieger
Director



Lacey Chyz
Director



Sheri Mcauley
Director

What does a LCU Board Director do?

1. Represent the interest and concerns of the LCU membership
2. Participate in policy and strategic planning
3. Monitor policy adherence
4. Work in co-operation with LCU executives on strategy
5. Attend Board meetings ten times per year (or additionally as required) and committee meetings as assigned
6. Represent LCU in the community

We are seeking to cultivate our board diversity by including individuals with different backgrounds and varying levels of experience.

There isn't a particular resume we're seeking for our ideal Director. We strive to create a Board that reflects a broad spectrum of skills, experience and interest, with a collective community mind set. Our current board consists of professionals, retirees and community members from diverse backgrounds and age groups.

- Be a member in good standing for a period of one year or greater.
- Be bondable.
- Have an acceptable credit history and be bondable.
- Not be an employee of the credit union, nor an employee of the credit union in the past 5 years.
- Not be an employee or Director of a competing financial institution.
- Must not be in breach of his/her oath of office as a Director, including but not limited to confidentiality of credit union information.

Board Breakdown

Board of Directors Elections

LCU's Board meets 10 times per year, or approximately once a month, with a break over the summer. All Directors also sit on at least one committee, which convene 3-5 times per year for 2-3-hour meetings.

Board Meeting	Held 10 times/year in the evenings and lasts approximately 3 hours. Location is the Bonnyville branch board room. In addition to time spent at the meeting, Directors are expected to review materials and prepare in advance of meetings.
Orientation Program	For newly elected Directors; held 1-2 weeks following the election.
Governance Committee	Oversees and guides the governance practices of the Board to ensure effectiveness and correct procedure. Also provides guidance to the CEO with respect to HR policies and programs. Conducts performance review of CEO.
Finance, Audit & Risk Committee	Monitors LCU's overall risk policy, ensures risk management processes are in place, reports key risks to the Board, makes recommendations about the appropriate levels of risk and the effectiveness of risk management strategies. Ensures an independent review of the integrity of financial data. Assists in managing financial risk and developing financial policies in accordance with the Credit Union Act.
Community & Member Relations Committee	Stewards the development of LCU's corporate citizenship direction. Ensures policies and programs are in place to manage community relations. Guides the allocation of annual sponsorship budgets.

The Fine Print

Board of Directors Elections

Board members of the credit union must at all times during their tenure on the Board meet the eligibility requirements of the Credit Union Act, and bylaws of the credit union.

The following criteria are a summary of the requirements of the bylaws and are in addition to the requirements contained in the Credit Union Act:

1. must be a member in good standing for a period of one year or greater;
2. must be bondable;
3. must have an acceptable credit history;
4. must not be an employee of the Credit Union;
5. nor a former employee of the credit union during the preceding 5 years;
6. must not be an employee or Director of a competing financial institution;
7. must not be the spouse or adult interdependent partner of a Director or employee of the Credit Union or is relative of, or a relative of the spouse or an adult independent partner; or
8. must not reside in the same household as a sitting LCU Director or employee;
9. must reside within the trading area of the Credit Union; and
10. must not be in violation of the credit union's policies or bylaws.

Board Directors are also expected to:

- Attend at least 70% of board and committee meetings per year. Attendance via Virtual or tele-conference is permitted on occasion. Directorship will be suspended if three consecutive meetings are missed.
- Abide by LCU's Bylaws and the stringent provincial and federal regulations that govern financial institutions, including credit unions. Directors must ensure LCU as a whole is in compliance of these regulations.
- Maintain strict confidentiality and discretion in handling LCU information and data.

Important to keep in mind:

- It is important that there not be any conflict between director's private interests and their responsibility to LCU. Directors are required to disclose situations that are or may be perceived as a conflict of interest.
- Campaigning or soliciting votes from members in and around the branches is prohibited during elections.
- Spouse or family members cannot be an employee of Lakeland Credit Union.

Do you have what it takes?

- Are you a lifelong learner?
- Do you want to leave a legacy of making your community a better place?
- Are you a team player?
- Is community support and volunteerism important to you?

If so, you will find fulfillment in this role!

Responsibilities of a Director

The Board of Directors is accountable to the members of Lakeland Credit Union for directing the affairs and maintaining policies, which are responsive to their needs, and the needs of the Credit Union, for sound operations.

1. **Fiduciary Duty:**

Act honestly and in good faith with a view to the best interests of Lakeland Credit Union at the exclusion of other interests.

2. **Duty of Care:**

Exercise the care, diligence and skill of a prudent person in directing Lakeland Credit Union's affairs.

Director Training

- Is an important credit union responsibility with Director commitment and initiative required
- Achieved through Board and Committee experience as well as from the knowledge and background of the Director
- The “Credit Union Director Achievement” (CUDA) program is mandatory for all Directors and seen as a “required minimum” to be completed within the first three-year term of a Director
- Various short courses offered as day or evening classes and webinars, are available for continuous learning or for specific subject areas, such as Board Governance or Effective Meetings
- New Directors have an opportunity to be mentored

“Training” opportunities will be:

- Encouraged and “coached” by the Governance Committee and executed by the CEO and or VP, Culture and Governance
- At the credit union’s expense for out-of-pocket costs such as tuition, meals, travel
- CUDA Classroom/Seminars and other training events are eligible for meeting and travel allowances, which must be pre-approved

Term and Renewal

Directors are elected for a term of three years and may serve for a maximum of 12 years. A director’s renewal is not automatic and shall be determined by re-election or reappointment.





Be a bigger part of the Lakeland with Lakeland Credit Union

Director Application Package



Go Ahead... Take the Next Step

Board of Directors Elections

Ready to apply for election to LCU's Board of Directors?

Applications must be marked *confidential* and submitted via:

Mail

Attn: Lindsay Clausen
Administration & Events Coordinator
Lakeland Credit Union
5016 50 Ave, Box 8057
Bonnyville, AB T9N 2J3

Drop off in Bonnyville

Attn: Lindsay Clausen
Lakeland Credit Union
5016 50 Ave
Bonnyville, AB

Cold Lake

Attn: Lindsay Clausen
Lakeland Credit Union
5217 50 Ave
Cold Lake, AB

Monday-Friday: 8:30am-4:00pm

In person to a member of the committee

Judy Cabay: jcabay@lakelandcreditunion.com
Dean Dube: ddube@lakelandcreditunion.com
Elise Brosseau: ebrosseau@lakelandcreditunion.com

Email or Phone

Lindsay Clausen: lclausen@lakelandcreditunion.com or 780-812-3610

Late applications will not be considered.

Applications must include:

- The completed consent form on next page
- A biographical outline and resume in the format listed on the following page
Resume should be more than 1 page but less than 4 pages
- Select supplemental information or documents the candidate may deem necessary

We will contact you to complete a video biography which will be hosted on our website prior to our Annual General Meeting.

****Please be sure to include your personal contact information, including phone number****



Consent Form

Board of Directors Elections

The undersigned hereby applies to be nominated as a candidate for election onto the Board of Directors of Lakeland Credit Union Ltd. and has a complete understanding of the position and the associated responsibilities and obligations.

Candidate's Signature

Print Name

DATED AT _____, **ALBERTA, THIS** _____ **DAY OF** _____, **20** ____.



Biographical Outline

Board of Directors Elections

Biographical Outline of Nominee for Director of Lakeland Credit Union

Name: _____

Address including postal code: _____

Telephone: Home _____ Work _____ Cell _____

Email: _____

Present employer: _____

Employment history: _____

Volunteer history with other associations: _____

Interests: _____

About you (use this space to share more information about yourself to help the members get to know you):

*please ensure to attach your resume to your application.

This statement will be published by LCU as received, and will be used to inform the membership about the candidate in the election materials.