

August 30, 2021

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
- 2022 Board elections timeline
- Sections of the *Credit Union Act* about director qualifications
- Sections of the Servus Credit Union Bylaws about director qualifications
- 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 27, 2021 to [terri.grant@servus.ca](mailto: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 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 candidate orientation session on Thursday, November 25, 2021, in the Mangan Room (316) of Servus Corporate Centre at 151 Karl Clark Road NW, Edmonton. We recommend that all candidates identified for election attend the meeting in person. 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 2022 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](mailto:terri.grant@servus.ca). Visit [servus.ca](http://servus.ca) for more information about Servus Credit Union and our governance.

Yours truly,

Shawn Eltom  
Chair, Nominating Committee