VENTURE
CREDIT UNION
CO-OPERATIVE SOCIETY LIMITED

# APPLICATION FOR NOMINATION PACKAGE

## FOR ELECTION TO THE BOARD OF DIRECTORS, CREDIT COMMITTEE AND SUPERVISORY COMMITTEE

ELECTION YEAR 2027/2028

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# A. OVERVIEW AND INTRODUCTION

**Dear Prospective Nominee,**

The Board of Directors of **VENTURE Credit Union Co-operative Society Limited (VENTURE)** expresses sincere appreciation for your interest in serving as a volunteer officer. Your willingness to contribute strengthens our foundation of cooperation, accountability, and service to members.

In accordance with **Bye-Law 22(a)** and **Bye-Law 37(k)**, the following roles are open for election at the **Annual General Meeting (AGM)**:

- **Board of Directors:** Three (3) positions
- **Credit Committee:** Three (3) positions
- **Supervisory Committee:** Two (2) positions

# B. BACKGROUND INFORMATION FOR APPLICANTS

**VENTURE Credit Union** has proudly served members across Trinidad and Tobago by promoting thrift, providing affordable credit, and enhancing the welfare of its members. Officers are entrusted with upholding these cooperative values and must maintain the highest levels of confidentiality, integrity, and accountability.

Serving as an Officer is a commitment to service—requiring time, teamwork, a strong sense of responsibility, and strict confidentiality regarding all non-public information obtained in the role.

# C. NOMINATION AND ELECTION PROCESS

1. Interested members are required to familiarize themselves with the nomination process as detailed in this document and also the Bye Laws of VENTURE Credit Union.
2. All applicants are required to complete the following forms as presented below;
    a. **APPLICATION FOR NOMINATION FORM 2027/2028**
    b. **DISCLOSURE AND ELIGIBILITY REQUIREMENTS**
    c. **AREAS OF EXPERTISE / EXPERIENCE ASSESSMENT**
3. The package must be fully completed and include all required documentation. Failure to complete the above forms in their entirety will result in ineligibility for consideration.
4. Applicants will be required to meet eligibility requirements as set out in Section D below and submit the required documentation as detailed.
5. All submissions shall be reviewed by the Nomination Committee.

6. Shortlisted applicants will be interviewed and evaluated on their suitability, experience, and commitment.
7. Successful nominees will be presented for election at the Annual General Meeting (AGM).
8. A track record of volunteerism is desirable but not mandatory. First-time volunteers and applicants who demonstrate strong potential, willingness to learn, and capacity to contribute are encouraged to apply. Candidates will be required to serve on sub-committees and contribute relevant subject-matter expertise where applicable.
9. The Committee may withdraw its recommendation if new information affects the candidate's suitability. However, members who meet Bye-Law eligibility requirements retain the right to stand for election.
10. The Nominating Committee will review all submissions to determine eligibility based on the **VENTURE Bye-Laws** and the **Co-operative Societies Act, Chapter 81:03.**

## D. APPLICANT'S RULES AND GUIDELINES

1. **Eligibility:** Applicants must be:
    - At least eighteen (18) years of age.
    - A member in **good financial standing** (Bye-Law 1(a)(x)).
2. **Required Attachments:**
    - Updated **Curriculum Vitae (CV)**.
    - Short **Biographical Profile** (max 250 words).
    - **Passport-size colour photograph** in business attire.
    - **Police Certificate of Character** not more than six (6) months old or proof of application
3. **Recommender:** Two (2) members in good financial standing must endorse the application.
4. **Submission Deadline:** Completed applications must be received by **(December 6th 2026)**
5. **Confidentiality:** All information will be treated with strict confidentiality.

## E. REQUIREMENTS FOR RECOMMENDERS

Each recommender must:

- Be in good financial standing.
- Not be an immediate family member of the applicant.

# F. APPLICATION FOR NOMINATION FORM 2027/2028

**PLEASE COMPLETE IN BLOCK LETTERS**

**COMMITTEE YOU WISH TO SERVE ON (TICK only ONE box):**

☐ BOARD OF DIRECTORS ☐ SUPERVISORY COMMITTEE ☐ CREDIT COMMITTEE

**Name:** _____ **VENTURE No.:** _____

**Email:** _____

**Home Address:**

_____

_____

**Telephone:** Home: _____ Work: _____ Cell: _____

**Employer:** _____ **Occupation:** _____

## Particulars of Candidate

1. **Indicate highest level of education obtained (Secondary/Tertiary):**

   _____

2. **Indicate history of service to Credit Union(s) and/or other Co-operative bodies:**

   _____

3. **Other Skills (Cultural, NGO, Sporting, Religious, etc.):**

   _____

**Nominee's Signature:** _____ **Date:** _____

## Recommenders

**Recommender 1**

Name: _____ VENTURE No.: _____ Date:

Signature: _____

**Recommender 2**

Name: _____ VENTURE No.: _____ Date:

Signature: _____

*All nominees will be interviewed by the Nominating Committee to determine suitability.*

## G. DISCLOSURE AND ELIGIBILITY REQUIREMENTS

| Question | Yes | No |
|---|---|---|
| Are you related to any current Officer or employee of VENTURE? | ☐ | ☐ |
| Are you an employee or an elected officer of another Credit Union? | ☐ | ☐ |
| Have you ever been convicted of an offence involving dishonesty or fraud? | ☐ | ☐ |
| Have you ever been convicted in a court of law for an offence in any jurisdiction?<br>If so, please provide details of the conviction. | ☐ | ☐ |
| Are you involved in any pending legal or bankruptcy matter in any jurisdiction?<br>If so, please provide details of the legal or bankruptcy matter. | ☐ | ☐ |
| Do you have any financial, business, professional or other interest that could create an actual or potential conflict of interest if elected? If yes, please provide details. | ☐ | ☐ |

**Conflict-of-interest details:**

**I certify that the above information is true and correct.**

Signature of Applicant: _____ Date: _____

## H. DISQUALIFICATION CRITERIA

An applicant is disqualified if he or she:

1. Is not a member in good standing.
2. Is bankrupt or of unsound mind.

3. Has been convicted of any offence involving dishonesty.
4. Holds paid employment with VENTURE Credit Union.
5. Is an *immediate family member*—a spouse or partner, parent, child, sibling, grandparent, grandchild, or corresponding in-law—of a current Officer of VENTURE Credit Union (Bye-Law 22(a)(i)).
6. Holds office in another Credit Union (Bye-Law 22(a)(ii)).
7. Willfully submits information on the completed form that is incorrect or false.

# I. SELECTION CRITERIA

Applicants are encouraged to provide evidence of their expertise, experience, and potential in the following areas:

1. Commitment to cooperative principles and volunteerism.
2. Integrity, leadership, and ethical conduct.
3. Experience in governance, finance, or management.
4. Communication and interpersonal skills.
5. Availability to dedicate time to the role, also available at short notice in emergencies.
6. Have a passion for credit unionism

## Assessment Framework

Eligible candidates shall be assessed against published, role-relevant factors. The standard scale is 1— limited evidence; 2—fair; 3—good; 4—very good; 5—excellent. For Board candidates, prior **VENTURE** Committee service is scored from 1 to 10 so that it carries double the weight of each standard criterion. Scores support consistent judgment but do not replace reasoned deliberation.

| **Assessment area** | **Evidence considered** | **Score** |
|---|---|---|
| Prior VENTURE Committee Service — Board Candidates | Heavily weighted: duration and quality of service on the Credit or Supervisory Committee, attendance of at least 75 percent subject to documented exceptional circumstances, participation, judgment, confidentiality and demonstrated commitment. | 1–10 |
| Integrity and transparency | Honesty, ethical conduct, disclosure and consistency of information | 1–5 |

| | | |
|---|---|---|
| Governance and judgment | Accountability, collective decision-making and understanding of fiduciary responsibility | 1–5 |
| Relevant experience and skills | Experience applicable to the particular office and evidence supporting claims | 1–5 |
| Cooperative commitment | Member service, cooperative values, volunteerism and willingness to learn | 1–5 |
| Communication and collaboration | Listening, clarity, respect, teamwork and handling disagreement | 1–5 |
| Commitment and availability | Capacity to attend, prepare, serve on subcommittees and respond when needed | 1–5 |

Each interviewee must achieve at least fifty percent (50%) of the available score in each assessment area to pass that area. Failure to achieve this minimum in any assessment area shall result in the interviewee not being recommended.

The Committee shall approve any weighting, minimum recommendation threshold and tie-breaking method before applications are opened and shall apply them consistently. A failure of statutory or Bye-Law eligibility cannot be cured by a high score.

## J. AREAS OF EXPERTISE / EXPERIENCE ASSESSMENT

Indicate your level of experience:

**Competencies by Committee:**

**Board:** Governance, Strategy, Financial Oversight and Risk.

**Credit Committee:** Credit Assessment, Financial Analysis and Risk.

**Supervisory Committee:** Audit, Compliance, Internal Controls and Risk

| Competency Area | Strong | Good | Basic | None |
|---|---|---|---|---|
| Financial Management & Budgeting | ☐ | ☐ | ☐ | ☐ |
| Governance & Leadership | ☐ | ☐ | ☐ | ☐ |
| Cooperative Principles & Member Service | ☐ | ☐ | ☐ | ☐ |
| ICT / Digital Systems | ☐ | ☐ | ☐ | ☐ |
| Project or Risk Management | ☐ | ☐ | ☐ | ☐ |
| Human Resources / People Management | ☐ | ☐ | ☐ | ☐ |

Attach additional information if required.

## K. SUBMISSION DETAILS AND CONTACT INFORMATION

**Deadline for submission: 6th December 2026**

Application for nomination can be submitted via:

1. Sealed envelope addressed to:

   **The Chairman, Nominating Committee**
   VENTURE Credit Union Co-operative Society Limited
   No. 2 Noel Street North, Couva 550623

   The sealed envelope must be deposited in boxes labelled "NOMINATION APPLICATIONS" located at any of the branches of VENTURE Credit Union Co-operative Society Limited

2. Electronically by email to: vcunominations@venturecu.com.
   Please note that electronic submissions must be signed by the applicant and both recommenders.

**Contact Information:**
Tel: (868) 225-4VCU (4828) EXT 424
Website: www.venturecreditunion.com

**End of Nomination Package – Election Year 2027/2028**
*Empowering Members. Strengthening Communities.*