



CONDITIONS FOR NOMINATION 2024

REQUIREMENTS AND CODE OF ETHICS FOR OFFICERS & NOMINEES

All completed nomination forms are to be submitted having met the criteria and providing the required documents itemised below.

A. CRITERIA

- 1. Must be a member of the Credit Union for not less than three (3) years.
- 2. Must have a minimum shareholding criterion of Twenty Thousand Dollars (\$20,000.00) and where frequent contributions are being made.
- 3. The member must be a “fit and proper” individual to hold the particular position which he holds or is to hold in accordance with the policies of the Society as determined by the Board and or the general membership.
- 4. Must comply with the Society’s Compliance Programme and policies.
- 5. Must submit a short biography of yourself to the limit of 350 words.

B. DOCUMENTS

- 1. Two (2) forms of valid government issued identification
- 2. Recent utility bill no older than three (3) months
- 3. Proof of income - Job letter or payslip no older than two (2) months
- 4. Biography
- 5. Resume
- 6. Copies of Academic Certificates
- 7. Certificate of character no older than three (3) months
- 8. Completed Know Your Officer (KYO) Form
- 9. Completed Nomination Form
- 10. Passport Sized Photo

ALL CRITERION LISTED ARE REQUIRED

C. CODE OF ETHICS

Officers and Nominees shall conduct themselves at all times and maintain the following standard of conduct during the times called to serve the Society and/or nominated to serve on any position within the Society:

1. **Integrity and Honesty:** Shall conduct oneself with integrity and honesty in all their dealings on behalf of the Society. Shall uphold high ethical standards and act in the best interests of the Society and its members.
2. **Fiduciary Duty:** Shall uphold and maintain their fiduciary duty to the Society and its members. Shall exercise prudence, diligence, and care in managing the affairs and assets of the Society to safeguard its financial stability and long-term viability.
3. **Transparency and Accountability:** Shall promote transparency and accountability in the governance of the Society. Shall ensure that decisions are made openly, fairly, and with due consideration to the interests of all stakeholders.
4. **Conflict of Interest:** Shall avoid conflicts of interest and disclosure of any personal, financial, or professional interests that may conflict with their duties to the Society. Shall refrain from engaging in activities that could compromise their objectivity or independence.
5. **Confidentiality:** Shall maintain the confidentiality of sensitive information entrusted to them in the course of their duties. Shall not disclose confidential information to unauthorized parties or use it for personal gain.
6. **Professionalism and Competence:** Shall demonstrate professionalism and competence in fulfilling their roles and responsibilities. Shall stay informed about developments in the credit union industry, relevant laws, regulations, and best practices.
7. **Good Financial Standing:** Must be in good financial standing and shall not have a history of delinquency with the Society. Must manage their personal finances responsibly and avoid situations that could jeopardize their ability to serve effectively and must be in a financial position that allows them the opportunity to provide financial counselling to members of the Society when necessary.
8. **Reputational Integrity:** Shall have no outstanding legal issues that could tarnish the reputation of the Society.
9. **Fit and Proper to Serve:** Must be fit and proper to serve, possessing the necessary skills, experience, and qualifications to contribute effectively to the governance of the Society. Must uphold the values and principles outlined in this Code of Ethics and act in accordance with the highest standards of integrity and professionalism.

I have read and understood the Code of Ethics of the Society and confirm that I have met all the requirements outlined therein.

Signature:

Date: