

Kootenay Savings Board of Directors Nomination Package



This Nomination Package contains information on the qualifications, roles, and responsibilities of Directors. You will also find everything you need to submit your Nomination Package.

>> All nominations must be received NO LATER THAN NOON PST on Friday, October 31, 2025. <<

Be sure to allow adequate time to prepare and submit your documentation. To submit your official nomination, please follow the steps below:

1. Complete all the required forms and prepare the required accompanying documents. *(see Nominations Checklist on page 14)*
2. Email election@kscu.com when you are ready to submit your official Nomination Package. To ensure the information provided in your documents remains confidential, **please DO NOT attach any of the required documents during this step.**
3. Once your email is received, we will follow up with easy-to-follow instructions on how to **securely submit your documents using a secure file transfer site.**

We have moved to electronic signatures wherever a signature is required on the nomination forms. Once your forms have been submitted, they will be sent back to sign using our secure eSignature platform.

If you wish to submit hardcopy forms, your completed Nomination Package and accompanying documents can be dropped off at any Kootenay Savings branch or mailed to:

Kootenay Savings Corporate Office
Attn: Election Officer
220 – 1101 Dewdney Avenue
Trail, BC V1R 2T1

If you have any questions, don't hesitate to get in touch with our Board Governance Secretary at 250.368.2685. Additionally, you can request to be put in touch with a current member of the Board who can provide a first-hand account of their experience as a Kootenay Savings Director.

Call for Nominations – KSCU Board of Directors 2025

Key Dates

- Call for Nominations Opens:
- Nomination Deadline: October 31, 2025 (12:00 noon PST)
- Candidate Interviews & Information Sessions: November 12 - November 21, 2025
- Election (if required): April 13 – 17, 2026
- Annual General Meeting (AGM): April 28, 2026

Board Positions Available

Three (3) Director positions are up for election in 2026, each carrying a three-year term. Directors are elected by members and announced at the AGM.

Eligibility Requirements

To run for the Board, you must:

- Be a member in good standing for at least 12 months prior to the nomination deadline.
- Hold 25 membership equity shares.
- Be 19 years of age or older.
- Not be an employee, or an immediate family member of an employee.
- Not be in competition with the Credit Union.
- Not be more than 90 days in arrears or have any written-off obligations to the Credit Union in the past seven years.

Director Commitments

By law, the Board has a fiduciary responsibility to manage the Credit Union on behalf of its members. Directors are accountable for ensuring sound financial operations, establishing and monitoring policies, and providing overall strategic direction, while day-to-day operations remain the responsibility of management.

Serving as a Director is a significant commitment of time, knowledge, and leadership. Expectations include:

- Attendance at all regular and special Board meetings, committee meetings, strategic planning sessions, and the AGM
- Completion of mandatory training modules (Foundations of Governance – Level A) within 12 months.
- Representing and promoting the Credit Union in the community.
- Maintaining confidentiality, acting in good faith, and upholding cooperative values.

Directors receive an honorarium, and travel/meeting expenses are reimbursed per policy.

Desired Candidate Profile

We are seeking members who bring:

- Integrity, collaboration, and commitment to Credit Union values.
- Financial literacy and ability to interpret financial statements.
- Strategic and critical thinking skills.
- Comfort with technology and virtual meeting platforms.
- Community involvement and understanding of the Kootenay region.

Areas of expertise considered valuable:

- Information Technology
- Human Resources
- Legal Competencies

Board of Directors Election Campaign Guidelines

Campaigning for a Board position is guided by Kootenay Savings rules to ensure fairness and integrity. Public campaigning (rallies, ads, lawn signs, etc.) is not permitted. Kootenay Savings will provide all members with an election package containing candidate biographies and photos, and promote the election through branches, website, and social media.

Candidates may:

- Speak directly with members they know.
- Share official Kootenay Savings election posts.
- Indicate *if* the Nominations & Election Committee has recommended them.

Candidates may not:

- Campaign on Credit Union premises.
- Ask staff to assist with campaign activities.
- Publish paid ads or conduct mass outreach (phone, text, email).
- Solicit endorsements, make negative comments, or use Kootenay Savings branding.

The Nominations & Election Committee oversees compliance and may disqualify candidates who violate guidelines.

Nomination Process

To submit your nomination:

1. Complete the required Nomination Forms and accompanying documents.
2. Email election@kscu.com (**do not attach documents**). You will receive instructions on how to securely upload your forms.
3. Hard copy submissions can be dropped off at any Kootenay Savings branch or mailed to:

Kootenay Savings Corporate Office
Attn: Election Officer
220 – 1101 Dewdney Avenue
Trail, BC V1R 2T1

Nomination Checklist

Your submission must include:

- Nomination & Consent Forms
- Director's Disclosure & Code of Ethics
- Resume (employment history)
- High-resolution headshot photo (minimum 1 MB)
- Personal biography (max 300 words, first person)

More Information

Questions? Contact our Board Governance Secretary at 250.368.2685. You may also request to connect with a current Director to learn more about the role and their experience.