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BOARD OF DIRECTORS CANDIDATE INFORMATION KIT

THE CO-OP DIFFERENCE

How is your local Co-op different from other businesses?

We are a cooperative and follow the 7 Cooperative principles to guide us in our day-to-day business. We:

- Have Voluntary & Open Membership
- Have Democratic Member Control – 1 member = 1 vote
- Cooperate with other Cooperatives
- Have Member Economic Participation
- Are Autonomous and Independent
- Care about our Communities
- Are dedicated to Education, Training & Information

Our members are our owners and our main purpose is to provide benefits to them. The Board of Directors help ensure we do just that while remaining accessible and accountable to our membership.

PURPOSE OF THE BOARD OF DIRECTORS:

The board of directors has ultimate accountability for the governance of the Co-operative, pursuant to governing legislation and by-laws.

The relationship between the board and management, other stakeholders, and the individuals on the board is critical to meeting this accountability.

The board's role is to develop and implement sound policies and business strategies to support the aims and objectives of the Co-operative and to ensure it is effectively managed for the overall long-term benefit of its members and employees.

As members of the board, directors will be elected to the offices of President, Vice President and Secretary. In addition, directors will be asked to serve on committees as required; governance, nominating or building committees are examples.

COMPOSITION OF THE BOARD OF DIRECTORS:

The Board of Directors is comprised of 9 members elected from the membership based on the following information:

The Delta Co-operative Association Ltd. uses a District governance structure. There are three districts; District One (1) is comprised of the area in and around Unity/Luseland, District Two (2) is comprised of the area in and around Wilkie and District Three (3) is comprised of the area in and around Macklin.



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The Co-operative is governed by Directors, elected by the members of each district as outlined in our bylaws.

- a) District One (1) shall be entitled to elect from their number four (4) Directors
- b) District Two (2) shall be entitled to elect from their number two (2) Directors
- c) District Three (3) shall be entitled to elect from their number two (2) Directors
- d) The entire body shall elect one (1) 'at large' director who may be from any of the three districts

A President, Vice-President and Secretary will be elected by the board. All meetings must have a quorum with majority of board members in attendance.

ELIGIBILITY REQUIREMENTS:

- A director should hold no more than one office
- A Director is elected for the district he/she represents except for the Director at Large who will be elected by the membership.
- Directors will keep all accounts with the Co-operative current.
- Individuals who have transacted at least two thousand dollars (\$2000) of business with the Co-operative during the previous fiscal year.
- Directors shall not be an employee of the Co-operative

TERM OF OFFICE:

Directors are nominated by two (2) Delta Co-operative members in good standing and are then voted in by the membership of the Co-operative. Director terms are for three years; staggered.

EXPECTED ANNUAL TIME COMMITMENT:

Board Meetings	12 x 1-2 Hours meetings
Meeting Preparation	1-3 Hours per month
Board/Director Development	2-3 days
Strategic Planning	1 day

DIRECTOR DEVELOPMENT:

Directors are encouraged to develop their knowledge and skills during their terms and are offered the opportunity to take part in training online, in classroom and take part in conferences and system meetings.

The following schedule of education and training is strongly recommended for all directors.



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			COMPLETION TIMELINE
Foundations of Co-op Governance	REQUIRED	Understanding Co-operatives	within first month
		Essentials of Co-operative Governance Pt. 1	Within first three (3) months
		Essentials of Co-operative Governance Pt. 2	Within first three (3) months
		Enterprise Risk Management	Within first six (6) months
		Financial Basics	Within first six (6) months
		Member & Community Engagement	Within first twelve (12) months
		Strategy & Boards	Within first twelve (12) months
Building Strategic Leadership <i>(in development)</i>	ELECTIVE	Sustainability & Boards	Determined by the director's learning & development plan
		Guiding Performance Management of General Managers	

The Fall Conference (Oct/Nov) and The Annual General Meeting (March) are both annual events the board is invited to attend. Directors rotate who will represent the board at these events.

2023 IMPORTANT DATES

Call for Nominations: January 16 – February 17, 2023

Election Week*: February 27 - March 3, 2023

Annual General Meeting: Wednesday, March 22nd, 2023 at 7:00pm
Macklin Credit Union Legacy Centre
5201 Hwy 31
Macklin, SK S0L 2C0

**An election will only be held if there are more nominations than vacant position(s). Voting will take place in corresponding districts OR all locations for the member at large, if an election is held.*

BOARD OF DIRECTORS APPLICATION



Delta

2023 Vacancies include:

Two (2) positions in District One - Luseland/Unity

One (1) position for Member at Large

This application serves as your expression of interest to be considered as a candidate and run for the board of The Delta Co-operative Association Ltd. Your personal information will be collected, used, and disclosed strictly for the board of directors' election process. If you have any questions regarding privacy and/or your application please contact Julie Spencer at (306) 228-2662 or email julie.spencer@delta.crs

GENERAL INFORMATION

Full Name of Nominee (please print)		
Surname	Given Name(s)	
Permanent Home Address		
(Street/PO Box/RR)	(City)	(Postal Code)
Include name and number of the Rural Municipality if your address above is a PO Box or RR:		
Contact Information		
(Home Phone)	(Cell)	(Business Phone)
(email)		
Current Employer		
(Name)	(Occupation)	

ELIGIBILITY QUALIFICATIONS

Are you a member of Delta Co-op?*(Either personally or through your business) Yes No Member #	Have you spent at least \$2000 at Delta Co-op in the last fiscal year? Yes No	Have you ever been or are you currently an employee of Delta Co-op? Yes No
Are you the immediate family member of a current Delta Co-op employee? Yes No If Yes, please state relationship to employee:	Is your charge account sixty (60) days past due or any time in the past year? Yes No	Have you been a member of the Delta Co-op board of directors in the past? Yes No

*To meet eligibility qualifications, the applicants name must hold a membership solely or jointly. The applicants name must be listed on the membership.

CUSTOMER CENTRIC · TEAMWORK · INTEGRITY

WWW.DELTACO-OP.CRS

The Delta Co-op Association Ltd. is committed to governance excellence and building a board that as a collective group represents a diverse and well-rounded mix of skills, experience and attributes.

EXPERIENCE, SKILLS, EDUCATION

Areas of Expertise (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Financial Literacy/Financial |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Acumen Human Resources |
| <input type="checkbox"/> Business Owner | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Community Involvement/Volunteerism | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Credit Union/Cooperatives | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Education | <input type="checkbox"/> Sales/Marketing/Public Relations |
| <input type="checkbox"/> Enterprise Risk Management | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Financial Industry/Financial | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Management Governance/Ethics | <input type="checkbox"/> Other _____ |

Education

- ☐ Grade 12
- ☐ Some college/university
- ☐ Certificate/Diploma
- ☐ Undergraduate university degree
- ☐ Graduate degree or higher
- ☐ Professional Designation(s): _____

BOARD EXPERIENCE

Current or Previous Board Experience (Name, Term, Involvement):

Nomination

Nominees require endorsement by two (2) members of The Delta Co-operative Association Ltd.

I, _____ hereby nominate this member as a candidate for director
(Print Name)
of Delta Co-operative Assoc. Ltd. I certify that I am a member in good standing and over the age of 19.

(Signature)

(Member Number)

I am nominating this member because:

I, _____ hereby nominate this member as a candidate for director
(Print Name)
of Delta Co-operative Assoc. Ltd. I certify that I am a member in good standing and over the age of 19.

(Signature)

(Member Number)

I am nominating this member because:

CONSENT

I, _____ hereby consent to being nominated as a candidate
(Print Name of Nominee)
for election to the board of The Delta Co-operative Association Ltd. for District: _____
(Name or Number)

- ☐ I certify that I am qualified to hold the position of director and that the information I have provided in this application and my resume is true, correct and complete to the best of my knowledge.
- ☐ I have read the entire Candidate Guide and agree to abide by Delta Co-op's election process and requirements.
- ☐ I consent to Delta Co-op making inquiries for the purpose of checking the accuracy of information provided by me and assessing my suitability to be a director of the credit union.
- ☐ I understand that any false or misleading statement contained in the information submitted may result in my disqualification.
- ☐ I understand that Delta Co-op may request additional information from me.

(Signature)

(Date)

Please submit your completed Nomination/Candidate Application Package to:

Mail:

Delta Co-op
PO Box 745
Unity, SK S0K 4L0
Attention: Julie Spencer

In Person:

At the Delta Co-op Administration
Office located at 309B Main Street
Unity, SK

Email:

julie.spencer@delta.crs

Please Note: Complete nomination packages must be received no later than 4:00pm on February 17, 2023.

Questions? Contact

Julie Spencer at 306-228-2662 or julie.spencer@delta.crs

You may be contacted to confirm your eligibility for candidacy