



# ELECTIONS TO THE BOARD OF DIRECTORS & SUPERVISORY COMMITTEE NOMINATION FORM & INFORMATION

## ELECTIONS TO THE BOARD & SUPERVISORY COMMITTEE NOMINATION PAPER

(Please complete in block capitals)

**NOMINATION** (Proposer): \_\_\_\_\_

I, (Proposer's Full Name): \_\_\_\_\_

\_\_\_\_\_

Membership Number: \_\_\_\_\_

hereby nominate (Nominee's Full Name):

\_\_\_\_\_

Nominee's Membership No: \_\_\_\_\_

to stand for election to:

**BOARD OF DIRECTORS**

**SUPERVISORY COMMITTEE**

(Please tick appropriate box)

**Signed** (Proposer): \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECONDING NOMINATION** (Seconder):

I, (Seconder's Full Name): \_\_\_\_\_

\_\_\_\_\_

Membership Number: \_\_\_\_\_

hereby second the above nomination.

**Signed** (Seconder): \_\_\_\_\_

**Date:** \_\_\_\_\_

## NOMINEE'S ACCEPTANCE

TO BE COMPLETED BY THE NOMINEE:

I, (Nominee's Full Name): \_\_\_\_\_

\_\_\_\_\_

Membership Number: \_\_\_\_\_

Certify that I wish to stand for election to:

**BOARD OF DIRECTORS**

**SUPERVISORY COMMITTEE**

(Please tick appropriate box)

I also certify that I am eligible for nomination for election and I understand that my nomination will be subject to approval by the Nominating Committee. I understand that my election is subject to my being accepted by the Financial Services Authority's Approved Persons Regime.

I understand that on election, I will meet all of the duties of the role and that I will be required to complete a Register of Interests Form and sign a Statement of Confidentiality.

**Signed** (Nominee): \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return the completed form with a copy of your CV to:**

The Nominating Committee  
Leeds City Credit Union Ltd  
Westminster Buildings  
31 New York Street, Leeds LS2 7DT

## NOMINATIONS FOR ELECTION

Members are invited to put themselves forward for election to the Board of Directors or Supervisory Committee at the next Annual General Meeting.

To be eligible for election you must be:

- A full member aged 18 or over
- Nominated and seconded by full members of the credit union.

You must not be:

- An undischarged bankrupt
- An employee of the credit union
- Convicted on indictment of any offence involving fraud or dishonesty

Nominees must be “fit & proper” to become authorised as an Approved Person with the Financial Services Authority (Rule 49)

Nominations must be in writing on the attached form. Nominations must be submitted to the Nominating Committee at least three days prior to the Annual General Meeting (Rule 49)

Nominations must be signed by a proposer and seconder, who must be full members of the credit union. The nominee must also sign to indicate their consent to the nomination.

The Nominee must include a CV with the nomination. This is to assist the Nominations Committee to assess the suitability of the candidate.

## INFORMATION FOR CANDIDATES

The duties of a Director (Rule 64) include:

- To ensure that the credit union complies with the law and the registered Rules
- To manage the credit union on behalf of its members
- To establish appropriate policies and systems of control to enable the safe and efficient operation of the credit union
- To maintain a working business plan to enable the development of the credit union
- To delegate to employees the authority to establish and perform the operational functions of the credit union
- To attend monthly meetings of the Board
- To attend meetings of any other committees to which they are allocated by the Board. Other committees include:
  - Executive Committee
  - Finance Committee
  - Human Resources Committee

The duties of a Supervisor (Rule 68) include:

- To work within the terms of reference agreed by the Board
- To oversee the Internal Audit function
- To report to the Board

For further information about standing for election please contact the Chief Executive Officer on 0113 214 5252.