

August 30, 2019

Dear Servus member,

Thank you for your interest in becoming a member of the Board of Directors of Servus Credit Union.

Enclosed are the following forms for you to complete and return as part of your nomination package:

- Director nomination form
- Candidate release form
- Candidate questions
- Interview scheduling form

Please complete the above-required forms and return them, along with the following:

- your résumé
- a written statement of intent of no more than 200 words
- A completed detailed criminal records check. (Please take 2 pieces of government issued ID to the nearest RCMP or Police Service Office as soon as possible to ensure results are provided prior to the deadline.)

Prior to submitting your complete package, please ensure to read the following important reference documents:

- Director nomination criteria
- Board functions, commitment, and liability summary
- 2020 Board elections timeline
- Sections of the *Credit Union Act* about director qualifications
- Sections of the Servus Credit Union Bylaws about director qualifications
- Governance Policy 15 – Governance Succession Planning
- Governance Policy 16 – Election Campaign

Please submit all materials electronically and in hard copy as listed on the director nomination form by 4:30 p.m. on Monday, September 30, 2019 to terri.grant@servus.ca

Send originals/hard copies of all forms by mail to:

Attention: Chair, Nominating Committee
c/o Terri Grant, Senior Executive Assistant
Servus Corporate Centre
151 Karl Clark Road
Edmonton, AB T6N 1H5

Please note that we will return for re-submission any incomplete nomination packages, if we receive them before the deadline.

The Nominating Committee is comprised of members of the Board of Directors and external resources. The committee reviews all applications and is responsible for the following:

- Assessing the experience and skills of candidates for election as director against the board-defined director criteria and taking into account the background and expertise of existing directors and the specific ongoing needs of the credit union

- Identifying, recruiting and, if considered appropriate by the Nominating Committee, recommending to members candidates for election as directors who meet the criteria established
- Preparing for delivery to the members the notice of election required by Sec 58(1) and Sec 64(1) of the Credit Union Act, which shall include a summary of the criteria established
- Conducting the election of directors in accordance with the policies and the guidelines relating to the election and the conduct of the election

The Nominating Committee will review each nomination received and determine whether the nomination complies with the *Act*, *Bylaws* and the policies. The committee will evaluate all nominations and is empowered to reject any nominations that are not in order or do not comply.

The committee will also conduct an interview with all nominees. They will evaluate all nominations that are in order for alignment with the board's stated candidate profile. The committee will accept the best-aligned nominations up to twice the number of available positions, rejecting any others. The board, exclusive of those directors having submitted their nomination, will then consider and select from those accepted nominees as recommended by the Nominating Committee. All nominees, whether accepted or rejected, will be notified accordingly.

Following the close of nominations, the Nominating Committee of the board will hold a candidate orientation session on Thursday, November 21, 2019, in the Mangan Room (316) of Servus Corporate Centre at 151 Karl Clark Road NW, Edmonton. We recommend that all candidates identified for election attend the meeting in person. Confirmed candidates are asked to attend the session prepared to discuss the election process and any questions they might have about it. We will provide additional details closer to the date.

Candidates identified for election will participate in filming video footage, which we will use in member communication and election marketing materials. Confirmed candidates should be prepared to engage in dialogue with members, facilitated by Servus, including but not limited to Q&A exchanges by email and on social media.

Only materials submitted by candidates and produced by Servus will be used for the purposes of the 2020 Board Election campaign. Materials produced with or supplied by nominees not selected to be part of the election will not be published or used in any way.

If you have any questions, please contact Terri Grant at 780.638.8647 or terri.grant@servus.ca. Visit servus.ca for more information about Servus Credit Union and our governance.

Yours truly,

Amy Corrigan
Chair, Nominating Committee