



Nominating Committee Members: Daniel LeBlanc  
Linus Larade  
Celeste Deveau

## DIRECTORSHIP POSITIONS

*Acadian Credit Union* is accepting nominations for two (2) 3-year term positions on their Board of Directors.

All of the retiring board members have indicated they will be reoffering. Details regarding the role and responsibilities associated with a directorship position as well as nomination forms/applications are available at the branch or by visiting our website [www.acadiancreditunion.ca](http://www.acadiancreditunion.ca)

*Acadian Credit Union* is a member-owned full service financial institution, primarily serving the communities of Cheticamp, Grand Etang, St. Joseph du Moine, Pleasant Bay and many other communities in northern Inverness County. With assets of over \$71 million, and over 2,300 members, Acadian Credit Union provides its products and services from various electronic mediums.

Successful candidates for the board will be required to complete a training program.

For additional information please contact:  
Mr. Daniel LeBlanc, Nominations Committee (902)-224-0930,  
Mrs. Lynn Deveau, General Manager (902)224-2055 or  
Mrs. Nicole Timmons, Supervisor of Operations (902)224-2055

Completed nominations must be received no later than **March 8, 2024**

Please submit nominations to:

**Lynn Deveau, General Manager**  
*Acadian Credit Union*  
P.O. Box 250  
Cheticamp, NS B0E 1H0



**NOMINATION FORM**

We, the undersigned, nominate \_\_\_\_\_,  
of \_\_\_\_\_, Nova Scotia, as a Director of the  
Board of Acadian Credit Union Limited.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024, at  
\_\_\_\_\_, Nova Scotia.

**Signed:** *(two supporting Acadian Credit Union Members)*

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

.....

I, \_\_\_\_\_, hereby agree to let my name stand  
for the Board of Directors of *Acadian Credit Union*, and confirm my  
eligibility in accordance with the credit union by-laws.

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

\_\_\_\_\_  
*Signature*

***NOTE: A signed copy of the position description for Acadian CU directors  
and a scan sheet must be included with the nomination form.***

**SCAN SHEET**

**Background Information  
Candidate for Acadian Credit Union Board of Directors**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Involvement in the Credit Union: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Involvement in Other Community Organizations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills / Experience to Bring to the Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Job description for Board of Directors Acadian Credit Union**

The following is an overview of the duties and responsibilities of a board member. There are additional specific duties that are detailed in the Credit Union By-Laws, article 5.02.

### **Core Function/Responsibilities**

To direct the management of the business and the affairs of the Credit Union, guided by the Nova Scotia Credit Union Act and Regulations and the Credit Union's by-laws.

To make strategic decisions regarding the course of action for the Credit Union. i.e. establishing objectives, formulation policies and approving goals and programs.

To perform advisory functions for its members and manager.

To service as trustees by protecting the Credit Union members' investments through proper control of the assets, accomplished with continuous evaluation of the financial and management practices.

To perpetuate the Credit Union by selecting and maintaining a capable manager and by providing adequate guidance and training and by reviewing Credit Union operations to ensure on-going appropriateness.

### **Duties**

#### **Board**

Establish the corporate mission, objectives, and policies for the direction of the Credit Union.

Review mission, objectives and policies on regular basis.

Establish and maintain the organization of the board, including clearly described responsibilities, authorities and relationships.

Serve on one or more committees of the Board.

Conduct annual individual and board appraisals and complete development plans for board members.

Keep informed on Credit Union issues by reading Credit Union literature distributed to you by Atlantic Central and by attending delegate meetings and annual/semi-annual meetings of Atlantic Central.

Follow the Standards of Professional Conduct as established in your Credit Union policy.

Treat all information with complete confidentiality.

### **Director Training**

Participate in a director-training program as established in your Credit Union policy.

The program utilizes the Credit Union Director Achievement program (CUDA) as the main training resource. Over the course of the first three years, a director is expected to complete seven online computer-based tutorials, along with four classroom sessions.

### **Operation of Credit Union**

Select the general manager, establish job description, approve work plan, appraise performance, decide compensation, and approve development plans for the general manager.

Establish organization structure to operate the Credit Union: approve and monitor organization and salary structure.

Approve and monitor the financial position and the annual budget for the Credit Union.

Approve and monitor policies for the Credit Union.

Maintain effective relations with other co-operatives, with the community and with governments.

Ensure the Credit Union maintains adequate bonding and insurance coverage.

Encourage directors to give leadership by supporting and promoting their Credit Union.

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Signature

**ACADIAN CREDIT UNION LIMITED**

**BOARD COMPENSATION POLICY**

**Effective January 1, 2023**

1. Wage loss is taxable if paid to the board member and non-taxable if paid to the employer, with \$75 per day for meetings or training outside the community. Wage loss for local meetings will be dealt with on an individual basis, however all Board members attending planning sessions will be compensated \$75 per day. Online training courses to be completed \$150.
2. Mileage and travel expenses will be reimbursed in accordance with the Expense Report Policy – Directors, Committees & Staff.
- 3.
3. All Board members, including student observers and committee members may be recognized with a Christmas Bonus, as determined by the Board of Directors annually at the November Board Meeting.