

Please complete this form if you wish to be elected or co-opted to the Board of Directors of Hoot Credit Union. All nominees, proposers, and seconders must be over 18 years of age and members in good standing of Hoot Credit Union.

You should read this nomination form carefully and answer all the questions accurately. Your nomination will be reviewed by the nominations committee who will assess and report to the Board on the suitability of candidates to go forward for election, who in turn may make recommendations on the suitability of candidates at the Annual General Meeting. During their tenure as a Board member successful nominees will be subject to approval by the Financial Conduct Authority Senior Managers Regime or Certification Regime.

Section One: Nomination

To be completed by the Nominee:

I agree for my name to be put forward for nomination / co-option* to the Board of Directors of Hoot Credit Union. *Delete as applicable

I further declare that the following statements are true :

- I am not an un-discharged bankrupt.
- I have not previously been removed from trusteeship or directorship by a Court, the Charity Commission or any other such statutory or regulatory body.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I do not have any financial interests in conflict with those of Hoot (either in person or through family or business connections) I will specifically notify any such interest at any meeting where directors are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.
- If duly elected/co-opted, I agree to be submitted for approval where appropriate by the Financial Conduct Authority and the Prudential Regulation Authority. I undertake to fulfil my responsibilities and duties as a director of Hoot in good faith and in accordance with the law and within the credit union's rule book, objectives, and mission.
- I agree to provide regulatory references as required (see section 5)
- I agree to undertake training in Conduct Rules before commencing my role.
- I agree to be subject to a Disclosure and Barring Service (DBS) check

Print Name		Member Number	
Signed		Date	
Telephone		Mobile	
Email			
Proposer and seconder (to be completed if nominee is seeking election only)			
	Member Number	Print Name	Signature
Proposer			
Seconder			

Section Two: Conduct Rules

Board members must be trained in the conduct rules before commencing their role on the Board. The individual conduct rules are:

- 1 You must act with integrity
- 2 You must act with due skill, care and diligence
- 3 You must be open and cooperative with the FCA, PRA and the other regulators
- 4 You must pay due regard to the interests of customers and treat them fairly
- 5 You must observe proper standards of market conduct

Please outline here any skills and experience you already have that would enable you to meet these requirements.

Section 3: Competencies

The document **Information for Candidates** outlines the roles and responsibilities of a credit union director. Please read the document carefully and answer the questions in this section. Questions 1 to 4 ask how you are able to meet the competencies defined in order to carry out the roles and responsibilities of a credit union director. For each of the competencies below please tell us briefly how you meet the criteria.

1. **Strategic thinking:** the ability to visualise near and distant future conditions and develop appropriate organisational response.

Demonstrated by: an ability to focus on policy not operational issues; able to contribute to the formulation of a strategic business plan, help to establish key goals and objectives; ability to appraise the adequacy of services and facilities of the credit union and to analyse proposed changes and their implications for long-term financing and profitability; interpret and analyse financial statements and financial information and to assess the financial viability of the credit union.

2. **Leadership:** the ability to take responsibility for accomplishing the desired objectives.

Demonstrated by: understanding and committing to the aims and objectives of the credit union; a willingness to ensure that behaviour reflects the culture and values of the credit union; knowing and understanding the democratic, organisational and regulatory nature of credit unions; actively seek the information needed to carry out duties, roles and responsibilities, understand the concept of collective responsibility and understand the need for diversity in skills and culture on the Board.

3. **Governance skills:** the ability to effectively perform the function of a credit union director.

Demonstrated by: Understanding of the nature of trusteeship in a Co-operative and Community Benefit Society; ability to plan, prepare and participate in board decisions; understands and follows basic meeting procedures; recognise the roles of the board and manager and to work within this; Participate openly at meetings by asking appropriate questions and offering constructive comments; ability to represent the credit union at public functions when asked.

4. **Business skills:** the ability to bring specific skills and knowledge to the credit union contributing to the success of the strategic business plan.

Demonstrated by: Previous experience or qualification in one or more of the key areas of – financial control, compliance and law, governance and trusteeship, lending and credit control, people and management, community and membership development.

Section Four: Personal Statement

Please provide a summary statement below about yourself (in not more 250 words). This is in support of your nomination and in the case of election will be made available to members at the AGM. In so doing, it would be helpful if you could cover the following topics / questions:

1. Your reasons for wishing to be a director of the credit union,
2. The skills and experience you feel you are able to bring to the board,
3. Detail of any positions you hold/have held which demonstrate your skills and experience for the role'
4. How you feel you could champion and support the work of Hoot in and around Bolton.

Section 5: Regulatory References

As a firm regulated by the Prudential Regulation Authority Hoot is required to take reasonable steps to obtain appropriate references from a nominee's current and previous employer(s) covering **at least the last 6 years**. You must also provide references from organisations that you have served or is currently serving as non-executive director. Please provide details of referees below.

Referee 1		Referee 2	
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Email		Email	
Tel.		Tel.	
Date started		Date started	
Date left		Date left	
Referee 3		Referee 4	
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Email		Email	
Tel.		Tel.	
Date started		Date started	
Date left		Date left	

Please return the original completed form to:

The Manager, Hoot Credit Union, The Square, 53-55 Victoria Square, Bolton, BL1 1RZ

Office Use Only:

Date/Time Received:

Complete: Y / N

Nominee Contacted: Y / N

Processed by:

Comments: