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Sunrise Credit Union, its Board of Directors, and members thank you for your interest in serving on Sunrise’s Board of Directors!

As a member-owned and operated organization, the leadership from a knowledgeable and skilled Board is vital to Sunrise’s commitment to excellence through good governance. Through the vision and direction of our Board comes the operational and service excellence on which Sunrise prides itself.

The information contained in this package will give you further insight into Sunrise’s vision, mission, and core values, as well as details regarding the role of a director, the election process, and your next steps as a Director candidate.

## **Background and History of Sunrise Credit Union**

Sunrise was formed by the amalgamation of five credit unions in Southwestern Manitoba on October 1, 2008. Since its formation, Sunrise has grown to 20 branches serving thousands of members. Mergers and acquisitions have played a part in this growth, with the most recent having been the Minnedosa Credit Union in 2020. Through these mergers and organic growth, Sunrise has become the seventh-largest credit union in Manitoba (as reported by CCUA). Sunrise is a full-service financial institution offering a wide range of financial products and services. Our product offerings include transactional banking, both in-branch and via electronic channels (ATM, online and mobile), lending services, commercial banking, and full-service investment services. Sunrise also has a subsidiary known as VCU Financial, which owns and operates wealth management companies that allow Sunrise to provide wealth management services to its members.

### **Key Milestones**

Below are some key milestones in the history of Sunrise Credit Union.

2008	Viriden, Turtle Mountain, Hartney, Tiger Hills and Cypress River Credit Unions merge to form Sunrise
2008	\$475 million in assets
2010	Sunrise Credit Union opened a branch in Brandon, MB
2013	5th Year Anniversary - \$775.8 million in assets
2014	Sandy Lake Credit Union merges with Sunrise Credit Union
2014	\$821.8 million in assets
2015	Grand opening of new Corporate Office & Brandon branch
2017	Grandview Credit Union merges with Sunrise Credit Union
2017	\$1 billion in assets
2018	Prairie Mountain Credit Union merges with Sunrise Credit Union
2018	\$1.1 billion in assets
2019	Strathclair Credit Union merges with Sunrise Credit Union
2019	\$1.25 billion in assets
2020	Minnedosa Credit Union merges with Sunrise Credit Union
2021	\$1.7 billion in assets

## **Mission, Vision, Values**

At the core of everything we do is our mission, which is put into practice through the guiding principles of our vision and values. Our mission is at the heart of every decision we make, every strategic direction we pursue, and every touch-point we have with our members.

### **Mission**

We are a member owned community focused organization dedicated to providing personalized competitive financial services to benefit our members and communities.

### **Vision**

To provide full services; pursue community growth; and assist youth, members, and others in achieving goals and dreams through innovation, flexibility and leadership.

## Values

**integrity.** Be honest.

**honesty.** Be fair and truthful.

**cooperative philosophy.** Assist one another in working towards common goals.

**respect.** Appreciate the abilities, qualities and achievements of others.

**fairness.** Maintain freedom from bias.

**empathy.** Understand the feelings of others.

**trust.** Believe in the reliability, truth, ability and strength of others.

**loyalty.** Feel allegiance to those we're working with.

**courage.** Face difficult situations without fear.

**optimism.** Maintain confidence about the successful outcome of the future.

These core values have been identified as vital to everything that we do. As long as we are in business, we will continue to operate on these values.

## Seven International Co-operative Principles

Sunrise Credit Union is guided by the principles of the international cooperative movement which values honesty, openness, social responsibility and caring for others.

### 1st Principle: Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

### 2nd Principle: Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

### 3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operatives. At least part of that capital is usually the common property of the co-operatives. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operatives; and supporting other activities approved by the membership.

### 4th Principle: Autonomy and Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operatives autonomy.

### 5th Principle: Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

### 6th Principle: Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

## **7th Principle: Concern for Community**

While focusing on member needs, co-operatives work for the sustainable development of their communities through policies accepted by their members.

## **Key Market Differentiator**

Sunrise prides itself on providing complete financial services to 20 communities in Southern Manitoba and is the only financial institution in fifty percent of these communities. The financial services industry in today's economic environment is highly competitive. As a result, the products and services from one financial institution to another do not vary significantly.

Sunrise sets itself apart from other financial institutions not only because of the superior service members receive but primarily because of its long tradition of and deep commitment to building a brighter future in each of the communities it serves. It is part of a global movement that works for the betterment of members and communities.

As a financial institution owned by the people it serves, Sunrise Credit Union is part of the cooperative movement that works for the betterment of members and communities. Members are owners of the Credit Union, and as such, profits are reinvested into the communities where they live, work and play.

Sunrise Credit Union supports over 400 local organizations each year through sponsorships exceeding approximately \$1.8 million to date and demonstrates its deep commitment to building strong communities through its employee volunteerism mandate.

Not only do Sunrise employees participate in community activities as part of their paid work, but they also represent the Credit Union during their unpaid time off. Since 2008, Sunrise Credit Union staff has volunteered approximately over 78,000 hours in support of local organizations to increase the vibrancy of the communities it serves. Many of these volunteer positions are leadership roles where staff serves on boards and committees, helping provide financial and management expertise for various sectors, including sports leagues and service organizations to charitable foundations and schools.

## **Role of the Board of Directors**

The Board of Directors of Sunrise Credit Union is a leadership team with a vital purpose; to govern Sunrise's strategic and operational direction within Sunrise's bylaws and with the collective interest of members and stakeholders in mind. Along with this purpose come several general responsibilities unique to the Board of Directors:

- Lead the strategic direction of Sunrise Credit Union through strong, responsible, and ethical governance.
- The function of the Board is to direct management, not to manage. Work closely with Sunrise's CEO and Senior Management team, who carry out the operational elements of the strategic plan.
- Protect and enhance Sunrise Credit Union's assets in the interest of members and stakeholders.
- There are currently twelve seats on the Board. Directors serve a term of three years, at which time they may run for re-election, up to a maximum of four consecutive terms.
- Being a good director is a big responsibility and involves hard work.
- You must be able to work with others. You need opinions of your own, but you must respect the views of others and the decisions of the Board. The Board must act as a unit. Individual directors have no more authority than any other member of the Credit Union. It is only by a resolution passed by the majority of the directors present at a duly called meeting of the Board where a quorum is present that the Board can exercise its power.
- Board meetings are scheduled to accommodate the needs of the Credit Union in light of the needs of its current directors. A mix of afternoon and evening meetings helps in this respect, but it is usually impossible to satisfy everyone. There may also be additional meetings of Related Organizations to attend.

- It's a position of trust. If you have an axe to grind or a conflict of interest, it could impair your judgment. As in any public service, you could also expose yourself to liability if you do not act in the organization's best interests.
- The business considered by the Board usually does not involve members' accounts, but when it does (i.e., approval of loan write-offs), this information must be kept strictly confidential.
- You can't be all things to all people; you can't please everyone all the time. A good director must be decisive. As much as we don't like to make certain decisions, they are a fact of life in any business.

### **Role of Individual Directors**

An effective director must understand the Credit Union's strategies, plans, and policies and acquire skills for decision making, planning, and policymaking and oversee the Credit Union's performance.

Individual Directors on the Board each play a vital role in the operation of the Board as a whole. Sunrise supports and encourages a well-diversified Board with Directors from various demographics, experiences, and qualities. As an aggregate, the Board should reflect the demographic makeup of Sunrise's membership.

The successful application of credit union principles requires high standards of personal conduct. Adherence to these principles discourages:

1. Use of credit union position for personal advantages.
2. Engaging in any activity harmful to the best interest of the credit union.
3. Persons or groups from acquiring or exercising influence in a credit union for purposes that are incompatible with credit union objectives.

Persons employed by or elected to leadership positions in credit unions obligate themselves to gain sufficient understanding and skill to carry out their duties well and to strive to increase their education.

### **Committees**

In addition to monthly Board meetings, Directors also serve on one or several of the following sub-committees:

- Audit & Risk Committee
- Governance Committee
- Nominations Committee
- Ad hoc Committees

### **Time Commitment**

Serving on Sunrise's Board of Directors requires a considerable time commitment from the individual Directors. To do it well, expect to spend about 100 to 150 hours per year in meetings, plus 100 to 150 hours per year in preparation time. There is a fair amount of material to read and study before each meeting. Directors must do their homework and come to meetings prepared.

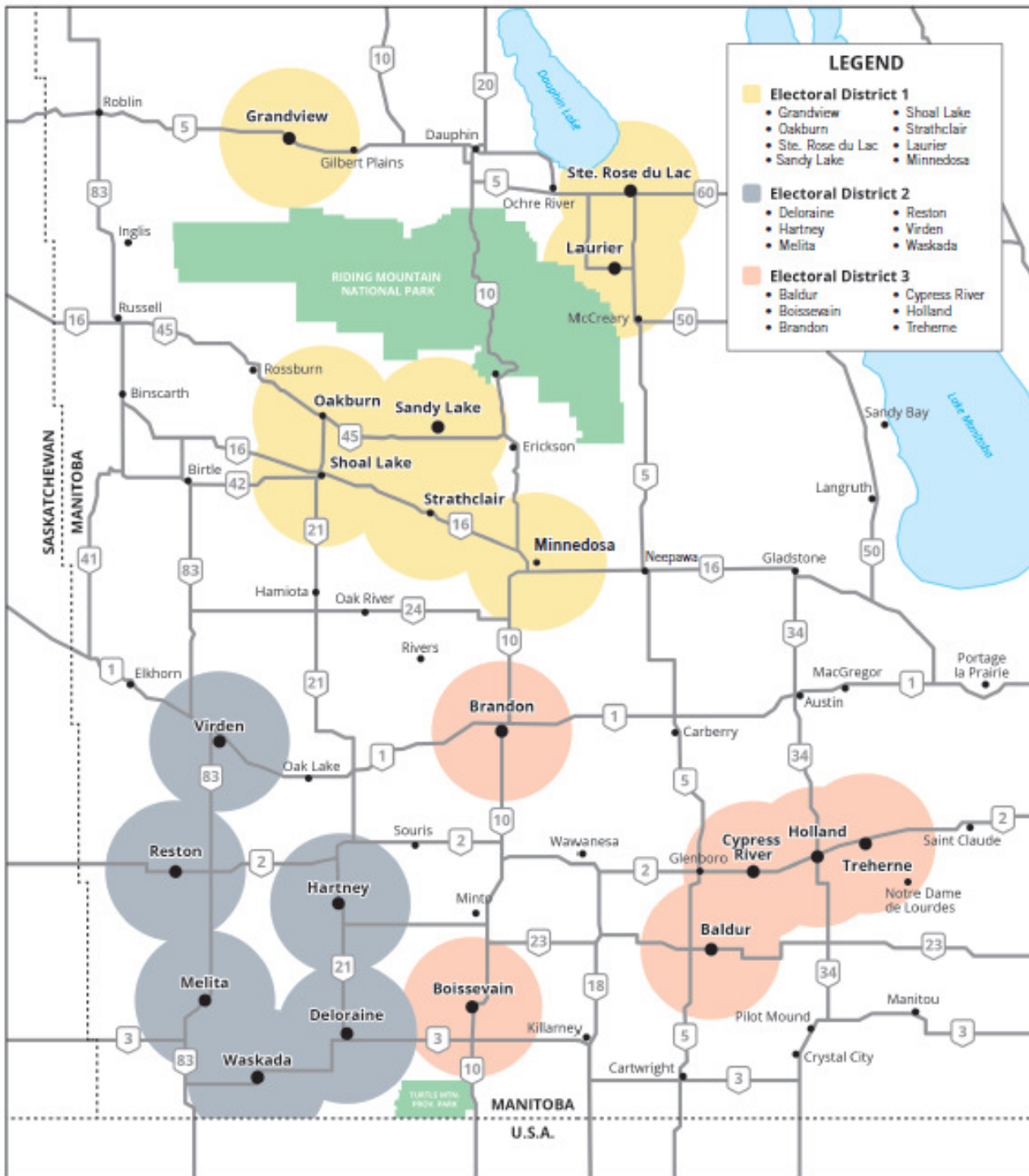
All new directors must complete the Credit Union Directors Achievement Program (or similar training) within two years of election.

Honorarium and meeting fees are paid to the elected Board of Directors. For more information, contact the Nomination Committee Chair.

Attendance is crucial at all required meetings and events. The following are such required activities:

- monthly Board meetings
- quarterly committee meetings
- yearly planning session weekend
- membership meetings, including Annual General Meeting
- board training

# District Map



## Determining Your District

Your district is determined by the home branch where you conduct your credit union business and not by your physical address.

## Nomination Process

The Board of Directors at Sunrise Credit Union is elected by the members in a democratic one-member, one-vote system for three years, up to a maximum of four consecutive terms. The term commences immediately following the Annual General Meeting.

KEY ACTIVITIES	DATES
Call for Nominations	Opens 1st Monday in November, Closes 2nd Monday in December
Deadline to submit the Official Nomination Form	2 <sup>nd</sup> Monday in December by noon
Formal Candidate Interviews	Mid-December
Nominating Committee Confirms candidates	Mid-December
Each candidate will send his or her biography and photo to <a href="mailto:elections@sunrisecu.mb.ca">elections@sunrisecu.mb.ca</a>	2nd Monday in December by noon
Notice of elections posted on Sunrise Credit Union's website, local newspapers and available at the branches	Opens 2 <sup>nd</sup> Monday in January, closes 1 <sup>st</sup> Monday in February
Candidate photo and biography posted on Sunrise Credit Union's website	Posted 2 <sup>nd</sup> Monday in January
Electronic Voting	Opens 2 <sup>nd</sup> Monday in January, closes 1 <sup>st</sup> Monday in February
Annual General Meeting <ul style="list-style-type: none"> <li>• Announcement of election results</li> </ul>	April annually

## Qualifications to be a Director

To qualify to run as a Director candidate on Sunrise Credit Union's Board, the following qualifications must be met.

### *as per Sunrise Credit Union By-Laws:*

- a) A candidate must not have been an employee of the credit union at any time within the last two (2) years;
- b) A candidate must have been a member in good standing of the credit union for at least twelve (12) months;
- c) A candidate must not be a director or an employee of another credit union;
- d) A candidate must have signed a written undertaking, in the form approved from time to time by the board, to act in the best interests of the credit union and in accordance with these by-laws, the legislation governing the credit union and any approved policies of the board, if elected as a director; and



- e) In order to remain qualified as a director once elected, each director must, unless he or she has a valid reason for non-compliance and is excused by the board, comply fully with all of the credit union's policies, as adopted by the board of directors from time to time, including those regarding training, confidentiality and conflict of interest. Failure to comply with such policies shall result in immediate disqualification in and removal from the board.

***as per the Credit Union and Caisse Populaires Act:***

Persons who may be directors:

77(1) A person may be a director of a credit union if he or she

- a. is 18 years of age or more, a resident of Canada and a member of the credit union; and
- b. satisfies the requirements set out in the by-laws of the credit union.

Persons who may not be directors:

77(2) Despite subsection (1), a person may not be a director if he or she is

- a. an undischarged bankrupt;
- b. an employee of a credit union or of the central or guarantee corporation;
- c. the credit union's auditor, or a professional employee or member of the auditor's firm;
- d. the credit union's solicitor, or a professional employee or member of the solicitor's firm;
- e. a civil servant whose official duties are concerned with the affairs of credit unions;
- f. a real estate appraiser used by the credit union, or a professional employee or member of the appraiser's firm;
- g. a member who is in arrears for more than 180 days under a debt obligation to the credit union;
- h. a member who has a significant interest in a corporation or partnership that is in arrears for more than 180 days under a debt obligation to the credit union; or
- i. the spouse or dependent child of a member referred to in clause (g) or (h).

**Bondability**

Section 92(1) sub-section 4 of the Act requires a candidate to be bondable, that is, be able to obtain surety and fidelity insurance. Sunrise Credit Union will have a credit bureau check completed and it is the candidate's responsibility to submit a criminal record check with the Nomination Form. We must have your written consent to perform the investigation. Consent is to be provided on the Nomination Form.

**Conflict of Interest**

Section 146 of the Act requires a candidate for director to disclose any possible conflict of interest he/she may have in serving as director. This disclosure must be given to the members of Sunrise Credit Union prior to them voting for director.

**Resume**

A copy of your resume is required with the completed Nomination Form.

## Skills & Attributes for Directors

While Sunrise welcomes anyone who meets the qualifications to run for a seat on the Board, there are a set of ideal skills and attributes that contribute to an effective Board team.

The ideal skills and attributes required for each member of the Board recognize that to achieve its mission, the Board itself should reflect the communities that it serves. To this end, the Board completes a self-assessment to identify its existing skills and attributes and any aspects it wishes to build on or strengthen.

When reviewing the documents submitted by prospective candidates, the Nominations Committee will first consider the information against the list of Skills and Attributes for Directors (below), then those areas the Board wants to strengthen.

Competency	Definition
strategic thinking	Experience and ability to think strategically. Ability to relate external business and environmental conditions to Sunrise Credit Union's operations.
objectivity	Draws conclusion by impartial evaluation of other perspectives and views without prejudice or bias.
effective judgment	Applies common sense, measured reasoning, knowledge and experience to come to a conclusion.
group decision-making	Can identify and diminish group think tendencies and recognize decision-making biases in board discussion. Ability to accept and promote board decisions. Assists the board to move towards consensus.
initiative	Grasps opportunities and proactively ensures that neither issues nor people are forgotten or overlooked.
personal commitment	Demonstrated interest in the success of Sunrise Credit Union and ability to be an ambassador. This includes a willingness to conduct the majority of financial business with Sunrise and to assist with business and membership development.
integrity	Trustworthy and conscientious and can be relied upon to act and speak with consistency and honesty.
knowledge of business, the financial services industry, and/or community issues	Understands regional community issues, Sunrise Credit Union's core business and the financial services industry.
communication	<ul style="list-style-type: none"> <li>• Gives and receives information with clarity, attentiveness, understanding and perception.</li> <li>• Readily contributes to group discussion in a productive way.</li> </ul>

## **Deadline & Submission**

Please return your completed form and supporting documentation by noon on Monday, December 13, 2021.

Your material may be sent by the following methods:

- E-mailed to [elections@sunrisecu.mb.ca](mailto:elections@sunrisecu.mb.ca)
- Handed in at any Sunrise Credit Union Branch or Corporate Office
- Faxed to 204.726.3637
- Mailed to:  
Sunrise Credit Union  
Corporate Office  
2305 Victoria Avenue, 2<sup>nd</sup> Floor  
Brandon, MB R7B 4H7  
Attention: Kristyn Kolosky, Executive Assistant

### **General**

- Please ensure you complete all sections. If a particular question does not apply to you, indicate this with "N/A."
- Do not use abbreviations or acronyms.
- Remember to read through your completed forms carefully. We do not proofread your forms or supporting documents for typographical or grammatical errors.
- Be aware of all deadlines for submitting documents. Late submissions will not be accepted.
- Please keep a copy of your forms as you may need to refer to them during the election process.
- Review the Sunrise Credit Union Limited Elections and Campaign Policy