

BRIEF STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Privacy Notice: A credit union is a member-owned financial cooperative, democratically controlled by its members, and operated for the purpose of promoting thrift, providing credit at competitive rates, and providing other financial services to its members. Data collection, processing and use are conducted solely for the purpose of carrying out the above mentioned objectives. COK Sodality is committed to protecting the privacy of our employees and volunteers. For further information regarding the processing of information about you and other general purposes and to provide you with information on further processing please see our Privacy Policy at www.cokcu.com.

NAME:			
ADDRESS:			
EDUCATION			
LEVEL OF EDUCATION	YEAR COMPLETED	LEVEL COMPLETED (Certificate, Diploma, Degree)	NAME OF INSTITUTION
SECONDARY			
COLLEGE			
UNIVERSITY			
OTHER (specify)			

CURRENT AND PAST BOARD AND/OR COMMITTEE AND/OR VOLUNTEER POSITION			
ORGANIZATION	POSITION HELD	PERIOD OF SERVICE (State month and year)	Highlights
SKILLS AND COMPETENCY			
<p>Please complete a self-assessment of your expertise, skills and competency to indicate your level of expertise, knowledge and/or experience by assigning an appropriate 'letter rating', stated hereunder, to represent your personal rating against each Competency/Skill area detailed below:</p> <p>Please select the appropriate 'letter rating' that accurately reflects your level of competency, the definitions of each rating to be assigned are explained immediately following the letter as follows:</p>			
E	EXPERT	Possession of a degree/diploma/certificate in the competency/skill area and/or have significant and extensive work experience in that field.	
S	STRONG	Have direct wide experience in or significant familiarity with the field as part of work experience or other related activities.	
G	GOOD	Understanding of the basic fundamentals and concepts that are encountered in this competency/skill area	
B	BASIC	Have some knowledge of or familiarity with the competency/skill area.	
N/A	NONE	No knowledge of or familiarity/experience with the topic or area.	

COMPETENCY/SKILLS AREA	LETTER RATING
1. Audit and Compliance: - Performance and regulatory standards; - Examination, reviews and auditing policies and procedures; - Financial and operational auditing and reporting; compliance issues.	()
2. Budget Planning and Control: - Annual and medium-term budget planning; - Budgetary analysis; variance analysis; budgetary control.	()
3. Credit Union System and Operations: - Co-operative business model; key components of operations; (people; member service and relations; physical and technical infrastructures).	()
4. Credit, Collections and Loan Portfolio Management: - Credit worthiness; credit collection; delinquency; - Financial assessment, analysis and evaluation.	()
5. Financial Expertise/Literacy and Administration: - Preparation, interpreting and reporting of financial statements; - Financial accounting standards, principles and conventions/customs; - Financial policies and procedures.	()
6. Governance and Ethics: - Board and Management policies, rules, processes and procedures; - Organizational structure; decision-making and delegation powers; - Committees; ethical and behavioural declarations and mandates.	()
7. Information and Communication Technology: - Hardware and software systems and applications; networking and Databases; - Web-enabled products and services, communication and copying devices; - System design, implementation, upgrade and maintenance.	()
8. Investment, Treasury and Cash Management: - Funds management and allocation and release; cash liquidity and overdraft; - Interest rates; borrowings; disbursements and security systems.	()

- | | |
|---|-----|
| 9. Leadership and Teaming: | () |
| <ul style="list-style-type: none"> - Leadership skills, traits and attributes; - Teamwork, project management and hierarchical structures. | |
| 10. Enterprise Risk Management: | () |
| <ul style="list-style-type: none"> - Risk analysis, assessment and monitoring; - Categories of risks – strategic, financial, operational, people, regulatory. | |
| 11. Strategic Thinking, Planning and Development: | () |
| <ul style="list-style-type: none"> - Planning models, concepts, processes and direction; credit union expansion; - Brain-storming; plan development, implementation and monitoring. | |
| 12. Executive Recruiting and Human Resource Management: | () |
| <ul style="list-style-type: none"> - Recruitment and engagement policies and practices; performance evaluation - Career and succession planning; remuneration, benefits and allowances; - Pension and superannuation schemes. | |
| 13. Legal Services: | () |
| <ul style="list-style-type: none"> - Loan and security agreements; service, supply and property contracts; litigation. - Legislative and regulatory changes and amendments; disputes; - Current legislation governing Co-operatives; Rules review. | |
| 14. Engineering Services: | () |
| <ul style="list-style-type: none"> - Civil, Electrical Building Services Engineering. | |
| 15. Asset Management: | () |
| <ul style="list-style-type: none"> - Property – Property development and planned and routing maintenance; - Procurement and Inventory Management; - Health, Safety and Environment Issues; - Security Systems. | |
| 16. Marketing: | () |
| <ul style="list-style-type: none"> - Customer Relations Management, Promotions and Sales. | |

