

## Appendix 2

### Role Profile: Non-Executive Director – Savvi Credit Union (2024)

#### Background to Role

Savvi Credit Union (the 'credit union') management oversees the day-to-day operation of the credit union whilst the board of directors provides guidance on long-range objectives, determines policy and monitors the credit union's overall progress. It's a job that demands investment in time, energy and expertise. The board of directors is responsible and accountable to the membership for the general control, direction and management of the credit union.

We would like to receive applications from candidates with the following personal competencies and skills:

#### Personal Competencies:

1. Leadership
2. Integrity
3. Business acumen
4. Critical thinking
5. Interpersonal skills
6. Sound Judgement

#### Essential Skills

Candidates must demonstrate in their application evidence of experience at an appropriately senior level in **two or more** of the following areas with Financial Accounting being mandatory:-

1. Strategy
2. Financial Accounting with minimum qualification of Chartered Accountant
3. Business Management
4. Financial Services
5. Knowledge of Credit Union sector (preferable)

As well as the necessary skills, experience and qualifications, the Nominations Committee must also consider eligibility, independence, diversity and inclusivity in the selection of suitable candidates.

#### Responsibilities of the Board:

1. Fulfilment of a number of statutory duties specified in the 1997-2012 Credit Union Acts:
  - 1.1 setting, monitoring and reviewing the strategy for the credit union;
  - 1.2 operating a comprehensive decision-making process, ensuring that decisions are documented and can be explained;

- 1.3 appoint a chief executive officer, risk management officer and compliance officer, and ensure there is an effective management team in place;
  - 1.4 ensure there is an effective internal audit function operating and reporting to the Board;
  - 1.5 ensure there is an appropriate succession plan for board and management;
  - 1.6 ensure compliance with all requirements imposed by legislation;
  - 1.7 remove non director officers where duly determined that there has been a failure to perform duties or responsibilities;
  - 1.8 approve all plans, policies and procedures;
  - 1.9 ensure accounts submitted for audit, presented to the members at AGM, and recommend dividend to members
2. Perform certain reviews and appraisals, at least annually, including:
- a. performance evaluation of the role of the CEO
  - b. all elements of the risk management system
  - c. all plans, policies and procedures
  - d. the effectiveness of the internal audit function
  - e. credit union's overall performance
3. Acquire and continually upgrade knowledge on the financial services industry, all aspects of the credit union's business, regulatory issues and the business environment in general.
4. Attend meetings of the board (circa 6 per annum).
5. Prepare thoroughly for board and committee meetings and make a positive contribution to those meetings;
6. Keep informed about activities occurring within the areas served by the credit union;
7. Serve on a committee of the board – minimum number of 4 meetings per annum.
8. Undertake all required director training and keep up to date on evolving governance standards and practices;
9. Act as an ambassador for the credit union.