

Received by (initials)	Date and time

Nomination form

Director of your Desjardins caisse (Quebec caisses)

Reminder

You are submitting your nomination for a position on the board of directors of the _____ Name of caisse

The deadline for submitting your nomination is _____ at ____:____. After this time, your nomination cannot be accepted.
(YYYY-MM-DD)

The election will take place during the annual meeting on _____.
(YYYY-MM-DD)

Before submitting your nomination

- Make sure you meet all the eligibility requirements.
- Find a person who is willing to nominate you. This person must be a member of your caisse.
- Refer to the desired criteria and target profiles in your caisse's call for nominations. You must highlight your reasons for wanting to be on the board and the skills you have to offer.

Have the following two documents close at hand:

- **Your caisse's call for nominations**
This document provides details on the seats to be filled and the desired target profiles.
- **The information kit for candidates interested in a position on a Desjardins caisse board**
The kit will help you understand the board of directors' role and responsibilities.

You will find these documents on your caisse's website. If you have any further questions, please contact your caisse's general management team, whose contact information appears in the call for nominations.

1 Eligibility conditions

1.1 Verify that you meet all the basic conditions

To be eligible you must be able to check every box in this section.

- I am a full member of the caisse (for 90 days or more on the date of the general meeting).
- I am 18 years of age or older.
- I am a Canadian citizen or permanent resident.
- I do not work at Desjardins.
- I have not worked for Desjardins in the last 5 years.
(You can check this box if you worked 420 hours or less a year.)
- I have never been expelled from a Desjardins caisse.
- I have never been found guilty of a criminal offence related to theft, fraud, tax evasion or dishonesty.
(You can check this box if you have received a pardon/record suspension.)

Answer the following question only if you are currently carrying out a full three (3) year mandate on your caisse's board of directors.

- When the general meeting is held, I will have completed the mandatory training stipulated in the learning path.

1.2 Help us assess your integrity

Honesty and integrity are essential qualities for members of a caisse's board of directors. This questionnaire will help us to assess those qualities.

Did you answer YES to one or more questions? That does not automatically disqualify you. However, you must attach an explanatory letter to this form as well as any documents you deem relevant to enable us to assess your nomination.

You must reply to all the statements.	Check <input checked="" type="checkbox"/>
1. I hold a position with a Desjardins competitor which could put me in a conflict of interest.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I have previously been or currently am subject to legal proceedings related to dishonesty, theft, fraud, breach of trust or other similar conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I have previously been or currently am subject to legal proceedings for an offence related to tax laws, such as fraud, tax evasion or refusal to file an income tax return.	<input type="checkbox"/> Yes <input type="checkbox"/> No

You must reply to all the statements.	Check ✓
4. I have been penalized by my professional body, professional association or a regulatory authority for having breached my obligations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I have previously been dismissed by a former employer for having breached my code of ethics, a regulation or a law.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. I have previously been penalized by an organization or a regulatory authority while I was a member of the board of directors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. I have previously found myself in financial difficulty that led to a legal proceeding, such as bankruptcy, insolvency, the repossession of property by a creditor, hypothecary recourse or any similar situation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. I have previously led my company or a company I work for into financial difficulty that led to a legal proceeding, such as bankruptcy, insolvency, the repossession of property by a creditor, hypothecary recourse or any similar situation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

2 Presenting your nomination

2.1 Tell us about yourself

The answers to these questions will allow us to get to know you better and help us analyze your nomination based on the target profile.

<input type="checkbox"/> Mr. <input type="checkbox"/> Other gender identity <input type="checkbox"/> Mrs. <input type="checkbox"/> I prefer not to answer	First name and Last name	
Address	City	Postal code
Email	Occupation (Provide the name of your employer, if applicable)	
Age group <input type="checkbox"/> 18-34 <input type="checkbox"/> 35-49 <input type="checkbox"/> 50-64 <input type="checkbox"/> 65 and + <input type="checkbox"/> I prefer not to answer		
Member of a cultural community <input type="checkbox"/> No <input type="checkbox"/> Yes, specify: _____ <input type="checkbox"/> I prefer not to answer		

2.2 Indicate the group associated with your nomination

Some caisses allocate the seats on their board of directors by group. Refer to the "positions to be filled" section from the call for nominations to find out if that is the case at your caisse. You must be part of the group you choose.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

2.3 Indicate who is supporting your nomination (nominator)

A person who is a member of your caisse must nominate you.

Refer to your caisse if your nomination is for a specific group. Some seats have additional conditions for the nominator; for example, they must belong to the same group as you.

Name of the person nominating you	Email	Telephone

X _____ Signed on _____, at _____.
 Signature of the nominator*

**Due to the health measures currently in effect, the member that nominates you may replace the mandatory signature with an email confirming their support, which you must forward to the caisse when you send in your form.*

3 Motivation, skills and experience

3.1 Assess your skills

Using your résumé, identify your skills and expertise that could benefit the collective profile of the board of directors:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Cooperation | <input type="checkbox"/> Governance | <input type="checkbox"/> Law/Ethics |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Education | <input type="checkbox"/> Human resource management | <input type="checkbox"/> Member/client experience (customer service) |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Financial management | <input type="checkbox"/> Information technology | <input type="checkbox"/> Sustainable development |

3.2 Tell us what motivates you

In the space below **explain, in 500 words maximum**, why you would like to become a member of your caisse's board of directors and what makes you the ideal person for the position. For example, you can refer to your community involvement or your desire to put your knowledge to work in service of your caisse.

Refer to the call for nominations. It will help you highlight your personal and professional experience based on the desired criteria.

Write your text on the computer. This text will be used to present your nomination and will be posted in full on your caisse's website.

4 Signature

Check all boxes before signing.

- I declare that all the information provided on this form and in my résumé is complete and accurate.
- I agree that my caisse may publish my last name, first name, cover letter and photo (if applicable) on its website.
- I undertake to sign any form required for a background and credit check.
- I acknowledge that emailing this form constitutes my signature.

X _____ Signed on _____, at _____.
Signature

5 Sending your nomination

Make sure your file is complete

Your file must contain:

- The completed and signed nomination form
- Your résumé

Forward your nomination to your caisse

You can mail or email your nomination or drop it off in person before the deadline indicated on page 1.

Refer to the **call for nominations** to get your caisse's contact information.

Next steps

You will receive an acknowledgement of receipt in the days after your nomination is received. Please note that if we receive your file on a Friday, we will send the acknowledgement of receipt early the next week. If you do not receive an acknowledgement of receipt, contact your caisse's general management team.

The caisse will contact you at a later date for any further follow up related to your nomination.