



Recruitment Pack

Non-Executive Directors

May 2021



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Chairman's Welcome

Thank you very much for your interest in these Non-Executive Director roles at Ballymena Causeway Credit Union.

Formed in 1967, the Credit Union was started up as a financial co-operative open to all individuals in the Ballymena Community.

Ballymena Credit Union merged with Causeway Credit Union in 2020, resulting in the newly formed Ballymena Causeway Credit Union.

Following expansion and significant growth in recent years, we are now seeking to strengthen the Non-Executive Board through the recruitment of Non-Executive Directors. Having carried out a skills audit of the Board, we are particularly looking for the following professional disciplines at this time:

- Legal services;
- Human Resources;
- Marketing
- Business / Corporate Lending
- Risk and Compliance in the Financial Services Industry

Beyond the above professional skills, we welcome applicants from other disciplines who believe they have skills and experience to help shape the Credit Union going forward. We are open to applications from candidates without any NED experience and those who are currently under-represented on our Board.

Further information is contained in this Recruitment Pack. For an informal discussion you can also contact our CEO Paul Patton on 02825649010.

Patrick McCallion
Chairperson
Ballymena Causeway Credit Union

About Us

- ▶ During 1966, acting on information received from the recently formed Loughgiel Credit Union, a group of men from the Ballymena area decided to examine the benefits of a new phenomenon, Credit Union, to see if they could bring it to Ballymena. Money lenders were prominent in the town and it was soon realised that the credit union could help to eliminate the hardship that ordinary working people found themselves in.
- ▶ Following from this, Ballymena Credit Union, a financial co-operative was formed in February 1967, and opened to all in the community to help and assist members take control of their own financial affairs. The first AGM was held on Tuesday 20th February 1969 and when the treasurer read his report it showed the credit union to have a surplus of £36 for the ten-month period.
- ▶ In February 2020, Ballymena Credit Union completed a Transfer of Engagements with Causeway Credit Union, resulting in the newly formed entity known as Ballymena Causeway Credit Union. The Common bond of the joint entity now includes those individuals living and working within a 10-mile radius of Ballymena or within the following postal codes: BT51, BT52, BT53 (Ballybogey only), BT55, BT56, BT57.

At a Glance

25 employees

8 Board Members

Loan Book of £18,000,000

Assets of £40,000,000

15,683 members

Directors Role Description

A director of a Credit Union is a member of the Board of Directors which is responsible for the general control, direction and management of the affairs, funds and records of the Credit Union and shall perform such functions as prescribed by the Prudential Regulation Authority (PRA) and the Financial Conduct Authority (FCA) (the Regulators)

In addition, the board shall have overall responsibility for:

- (a) establishing objectives and formulating a business plan;
- (b) monitoring the financial position of the Credit Union;
- (c) determining and documenting policies and procedures;
- (d) directing and coordinating the work of all employees and volunteers, and ensuring that they are capable and properly trained;
- (e) maintaining adequate reserves;
- (f) making provision for bad and doubtful debts;
- (g) ensuring that the Credit Union complies with all statutory and regulatory requirements; and
- (h) ensuring that the Credit Union complies with the requirements of its registered rules.

Directors will take strategic responsibility for organising and controlling the affairs of the Credit Union responsibly and effectively.

Directors Role Description

Directors shall ensure they have sufficient time to commit to the role of director. Meetings of the board shall be held at least monthly.

The director role is subject to receipt of a satisfactory criminal records check and appropriate fitness and propriety assessment being conducted by the Credit Union. Directors will be required to contractually agree to:

- act with integrity;
- act with due skill, care and diligence;
- be open and co-operative with the FCA, the PRA and other regulators; and
- disclose appropriately any information to the FCA or PRA which they would reasonably expect notice.

Directors will be subject to an on-going and annual fitness and propriety assessment and must notify the Credit Union without delay if for any reason they no longer comply with the above obligations or any matters arise which may affect their fitness and propriety to perform the director function.

A director shall perform such other duties in accordance with the law; regulations; or Standard Rules for Credit Unions as may be applicable from time to time.

All Directors must be a member of the Credit Union or must be willing to become a member prior to appointment to the Board.

Person Specification

Experience

- Track record of leadership and achievement, preferably in the financial services sector;
- Track record of motivating teams / individuals to achieve strategic aims;
- Experience of working with a range of stakeholders – Board Members, Executive Committees, local communities and members;
- Professional experience and qualifications in one of the following areas:
 - Legal services;
 - Human Resources;
 - Marketing
 - Business / Corporate Lending
 - Risk and Compliance in the Financial Services Industry

Abilities, Skills and Knowledge

- Ability to represent and promote the business to a range of stakeholders;
- Ability to consider the wider strategic context of the business in discussions and decision making;
- Ability to take part in discussion and debate at meetings with a willingness to challenge constructively and express opinions;
- Ability to absorb and evaluate a wide range of complex written material, including financial information;
- An understanding of and a commitment to the objectives of the Credit Union movement;
- Ability to marry social aims and objectives with a commercial focus in a challenging environment

Personal Attributes

- Personal and Professional Credibility that will command confidence;
- Enthusiastic approach with the ability to positively influence others;
- Inclusive and supportive of others
- Open to change and encourages innovations;
- Committed to BCCU ethos and values;

Meetings and Time Commitment

- ▶ 1 x Board Meeting on the third Thursday of each month – 2 hours;
- ▶ Reading and preparation time for meetings - 2 hours;
- ▶ Designated Committee Meetings (monthly) – 1-2 hours;
- ▶ AGM attendance;
- ▶ Attendance at 2 x Business Planning half-days (4 hours) usually held in May and October each year;
- ▶ Conferences and training;
- ▶ This is a voluntary and unpaid role – reasonable travel expenses can be claimed

Selection Process

1

Please submit your CV and covering letter to paul.patton@bccu.co.uk outlining why you are interested in the role and what skills you can bring to the Credit Union

2

Closing Date: Monday 14th June 2021

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Interview Dates: To be Confirmed following receipt of application