

# Applicant Guide

2024 Member Representative



Dear Member,

On behalf of Affinity Credit Union 2013 (Affinity), thank you for your interest in participating in our member councils as a member representative!

This member representative applicant guide provides information about Affinity, the role of the member representative and member councils as well as applicant eligibility requirements. This guide is intended to help answer your questions before submitting your application.

Affinity is committed to remain locally relevant through a strong connection with members and communities. This commitment includes investing resources to contribute to improved quality of life for individuals and families and stronger local communities and economies.

Affinity is seeking individuals as member representatives who reflect our membership, who are active community ambassadors and who will promote the values and benefits of Affinity.

Affinity is committed to protecting personal information in accordance with legislative requirements. Personal information provided in the application and appointment process will be used and disclosed only for the purposes of administering the Affinity member representative appointment process.

If you decide to proceed with submitting your application, please complete and submit your information as outlined at the end of this guide.

Applications will be accepted until 9 am on Monday September 16, 2024.

Have questions? Contact Karen Bradley, Governance Relations Lead at 306.385.4425 or [membercouncils@affinitycu.ca](mailto:membercouncils@affinitycu.ca).

## About Affinity Credit Union

Affinity is a values-based, co-operative financial institution with \$9.5 billion in managed assets and more than 144,000 members across Saskatchewan. Affinity employs a professional workforce of over 800 individuals, is 100% member-owned and seeks to live its vision of building a better world for everyone every day.

As a Saskatchewan-born financial co-operative, Affinity's advisors understand members' local needs, believe people come before profits, and are dedicated to offering great products, competitive rates and genuine, professional advice. By choosing to bank with Affinity, members make it possible for profits to be reinvested in vibrant local communities. Affinity also supports non-profit organizations, local programs, initiatives and events that improve lives, strengthen communities and genuinely make a difference.

## Affinity Credit Union – Values You Can Bank On

Our purpose as an organization and promise to our members, employees and communities is built on co-operative values and principles. These values and principles guide us in all we do and set us apart from any other financial institution. We had our members in mind when we built our vision, mission, and values. Where we're headed and how we get there are closely aligned with what our members have told us they want to see in their financial institution.

### Our Vision

To build a better world for everyone, every day.

### Our Mission

To enable our members and communities to invest in one another.

### Our Values

Open. Honest. Inclusive. Committed.

## Co-operative Principles

As a credit union, Affinity's a co-operative financial institution. This means we're owned by our members, and it also means we're guided by seven principles shared by every co-operative. These are:

1. **Voluntary and open membership** – everyone's welcome at Affinity. Each of our members helps make their community a better place to live and we appreciate every one of them.
2. **Democratic member control** – we're owned and controlled by our members. Each member has a voice in the way we do business – one member, one vote.
3. **Member economic participation** – every member has a say in how we operate.
4. **Autonomy and independence** – we get to know our members, their families, their businesses and their communities, and in partnership with them we make decisions in everyone's best interest.
5. **Education, training and information** – we provide education and training for our members, member representatives, directors and employees so they can contribute to the development of their credit union. We share knowledge through our website, workshops and at our advice centres.

6. **Co-operation among co-operatives** – we co-operate with other co-operatives to build businesses that serve the needs of our members and their communities.
7. **Concern for community** – we have a social and economic responsibility to build and maintain strong communities. It's for the benefit of everyone!

## Truth and Reconciliation

Indigenous Peoples are a key part of Saskatchewan's vibrant social and economic fabric. Throughout our reconciliation journey, we've sought guidance from Elders, Knowledge Keepers, and Indigenous leaders in the community to help us embed meaningful reconciliation into our organization.

We're working on:

- Creating opportunities for learning and discovery of the history, truth and reconciliation for our employees, members, and communities.
- Developing connections to expand employment, education and economic prosperity with Indigenous Peoples, communities, and businesses.
- Fostering an environment that's inclusive, respectful, and welcoming.

## Our Member Councils

Affinity has a diverse and unique member council structure, which connects us to our members and our co-operative roots. The member councils encourage interaction, engagement, and involvement with members at the community level creating a strong connection to Affinity which enhances member service and community commitment and support.

Affinity is committed to remain locally relevant through a strong connection with members and communities. This commitment includes investing resources to contribute to improved quality of life of our members and their families and stronger local communities and economies.

Member councils are structured to reflect the credit union's membership through eight geographic areas and a province-wide Indigenous Member Council. Members fall within one of these geographical areas based on their principle residence address (i.e. their postal code). For more information on geographical boundaries, consult the [member council map on our website](#).

## Role of the Member Representative

Member representatives are ambassadors for the credit union and are actively involved with the member council and their communities. Member representatives provide the credit union with input and feedback on matters of importance to the community and members. Member representatives:

- Understand the credit union's purpose and values; are open, engaged, honest and committed.
- Provide feedback and input to the credit union on matters of importance and relevance to their communities and members within that community.
- Provide input and recommendations on the allocation of community development funding, and the awarding of scholarships.
- Have an interest in the credit union's business and perspectives.
- Are proud vocal supporters and advocates of the credit union in the community.

- Provide the credit union with feedback and community views on current and proposed initiatives.
- Provide input and feedback on specific Affinity-led initiatives.
- Share information with the credit union, both positive and constructive on the community’s perception of, and relationship with the credit union.
- Share information relevant to the credit union with members and their communities

## Terms

The term of office of a member representative is three years. Member representatives may serve a total of four terms or twelve cumulative years.<sup>[KB1]</sup>

## Remuneration

Member representatives will receive per diems to attend member council meetings:

- \$225 for member council meetings greater than 1 hour in length.
- \$100 for member council meetings 1 hour or less in length.

## Estimated Time Commitment

Below is an estimate of the time necessary to fulfill the member representative role.

Item	Estimated Time (not including travel)
Orientation	One hour orientation session.
Member council meetings	Agendas target a maximum time limit of two and a half hours. There are three meetings per year – Spring, Summer and Fall.
Pre-read meeting packages	Estimate one to two hours per meeting. Packages are shared electronically through a secure portal.
Fall Forum	A meeting of all member representatives held annually, typically in November in Saskatoon.
Electronic communications	Regular monitoring of your emails and the secure portal is expected as communications are shared this way.
Community involvement	Member representatives are expected to participate in community activities.

## Qualifications

To qualify, each member representative shall:

- be 18 years of age or older and reside in Saskatchewan.
- have been a member of Affinity for a minimum of one year.
- use Affinity as their primary financial institution and be a member in good standing.
- not be an employee or director or the spouse of an employee or director of Affinity.
- not be an employee or director of a business selling products or services in competition with Affinity.