



Te Uniana Whakanama Pirihimana

Director Election Candidate Handbook

2026

Contents

Introduction – the importance of our Board of Directors	3
Who can be a Police Credit Union Director?	3
What competencies and skills do you need as a Director?.....	3
What is the time commitment for Directors?	4
Board meetings	4
Time Commitment.....	4
Payment for your time and commitment	4
Nominations	4
Nomination form	4
Helping you decide whether to nominate yourself	5
Looking at yourself.....	5
What your score means.....	5
Campaign information.....	6
Candidate statement	6
Candidate photo.....	6
A few notes about campaigning.....	6
Timeline and process	6
When do newly elected Directors come into office?.....	7
Voting	7
Who can vote?.....	7
Announcing the successful candidates	7
Who’s involved in the election process?	7
The Returning Officer	7

Introduction – the importance of our Board of Directors

Members of the Police and Families Credit Union (Police Credit Union) are encouraged to participate and have a say in how we are being run.

Our Board of Directors play a critical role in governing the Police Credit Union. Directors are responsible for leading the development of our purpose, goals, and strategy. The board takes ownership of the Police Credit Union's strategic direction.

As such, the Board needs to collectively hold the appropriate experience, qualifications, and competencies to effectively undertake its responsibilities.

This document outlines the roles, responsibilities, and process for The Police Credit Unions' Director Election process from the notification process through to the announcement of results.

Who can be a Police Credit Union Director?

Nominations are open to any appropriately skilled and experienced members of the Police Credit Union.

The nominee must:

- Possess the essential and some of the desirable competencies as set out in the Position Description.
- Not be disqualified from being a Director of a company under the Companies Act 1993.
- Not be currently or previously declared bankrupt.
- Have a Credit Check absent of collections, defaults or judgements.

As a Credit Union, directors must satisfy the suitability requirements of the Reserve Bank of New Zealand. These are incorporated into the Police Credit Unions Rules.

What competencies and skills do you need as a Director?

These are detailed in the **Non-Executive Board Member Position Description**.

The Board is expected to demonstrate these competencies. No Director is expected to meet all competencies (when first appointed). However, each of the competencies and skills need to be demonstrated by one or more Directors at all times to ensure the Board has access to the skills and experience it needs to govern effectively.

When a shortage of competency arises or is likely to arise, emphasis on a particular competence will be drawn to the attention of the members.

The Board has determined that the competencies sought from candidates in the 2026 Director Elections are as follows:

- Candidates would be expected to demonstrate that they have the capacity to develop capability in most of the essential and desirable competencies and skills such that the overall Board competency is maintained or enhanced.
- In respect of at least one vacancy, candidates should ideally demonstrate knowledge and experience in some or all of the following areas; Information Technology, Cyber Security, Artificial Intelligence, Risk Management models and methods and commercial acumen.

What is the time commitment for Directors?

Board meetings

- Usually meets 6 times a year either in person in Wellington or online via video conference.
- Each of the 6 meetings is divided as follows. Directors attend all meetings:
 - **Day 1 (half day) – operational focus.** Papers are presented by the Chief Executive and other Senior Management along with the meeting of our Board Sub-committees being, Audit, Risk, Credit, and Remuneration.
 - **Day 2 (half day) – strategic focus.** The Board dedicates a separate session for high-level strategic discussions, particularly in areas such as business development, long-term planning, and risk management along with strategic initiative updates.
- Costs to travel to/from meetings and any accommodation is covered by the Police Credit Union.
- At least 4 days before each meeting, agenda papers and other materials are circulated to the Directors. Directors may also be required to make presentations or represent the Police Credit Union at events from time to time.

Time Commitment

It is expected that Directors will spend as much time preparing for Board and Sub-committee meetings as they spend attending such meetings. In addition, there is an expectation of undertaking governance development training and always being aware of the environment in which the Police Credit Union operates.

Payment for your time and commitment

Directors are eligible to receive the following:

- **Annual Director fee:** recognises the time required to prepare for and attend Board meetings.
- **Travel & accommodation:** 100% of costs to attend Police Credit Union Board meetings and any other meetings/events you may be asked to attend.
- **Institute of Directors (IoD) free membership:** all Directors become members of the IoD, the pre-eminent body that represents and supports Directors through training and development.
- **Personal training & development:** Directors are funded to participate in/attend training and development courses related to Director responsibilities and governance.
- **Free Directors & Officers insurance (D&O):** all Directors receive liability cover to protect them from claims which may arise from the decisions and actions taken within the scope of their regular duties. There are exclusions including fraud, intentional non-compliant acts, and property damage, or where the law specifically excludes this.

Nominations

The Police Credit Union notifies members of the opportunity to nominate candidates for the Director Election on **Friday 5 June 2026**.

Under our Rules current members (aged 16 and over) can nominate individuals for a Director role. Each nomination must use the official nomination form.

Nomination form

Nominees need to be nominated by two members, who fill out the nomination form and return it to the nominee.

Nominees then need to fill out the remaining sections, attach their two-page CV and complete the accompanying Police Vetting Request form and the Police Credit Union's Credit Check Authority form.

If a nominee is unable to sign the nomination form (e.g. they are overseas), it is acceptable for them to sign a letter of consent and attach it to the nomination form, or they may send an email directly to the Returning Officer. Once the form is complete, the nominee should send the complete application to the Returning Officer by 4pm on the closing date as indicated on the Nomination form.

Helping you decide whether to nominate yourself

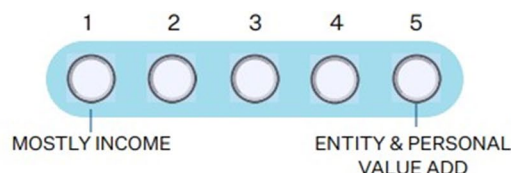
The Institute of Directors of New Zealand provides a simple tool to help you decide whether you may have the aptitude or skills to be a Director. Please remember you do NOT need to be an expert in everything, just willing to learn and contribute!

Looking at yourself...

For each of the 4 areas below, score yourself between 1 and 5, then add your score. The table at the bottom tells you what your score means.

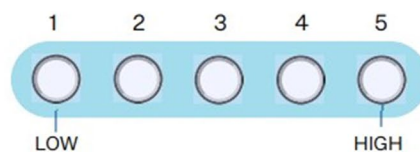
Motivation

- Desire and ability to make a contribution and add value to the entity
- Broaden skills and experience
- Develop networks and personal relationships
- Earn money



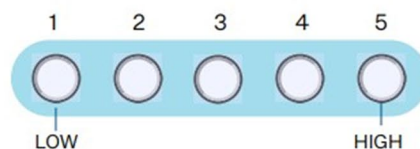
Necessary skills and experience

- General board member attributes
- Specific industry and business skills and experience
- Specialist expertise sought by entity



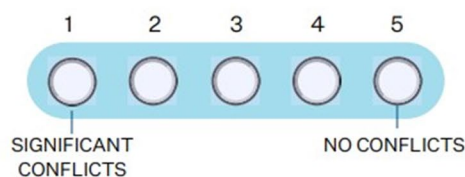
Capacity to commit sufficient time to the role

- Attend scheduled board meetings
- Time for board and committee preparation
- Extent of existing board and other commitments



Impartiality and potential conflicts of interest

- Ability to make impartial decisions
- Existing links to the entity (and previous roles)
- Family or other connections with the entity
- Association with other similar organisations



Total:

What your score means

Score	Recommended action
4-8	Being a Director may not be right for you because you can't commit the time, may not have the right skills and/or may not be doing it for the right reasons.
9-16	Consider contacting others for advice including the Board Chair. If you're keen, then put your name forward. If you're not 100% sure, then take some time to think about it before deciding. Remember, you don't have to be an expert at everything, just willing to learn!
17-20	You should definitely throw your hat into the ring!

Campaign information

When a nominee submits their nomination, we also ask them to provide us with some extra information, which we will only use if they are confirmed as a candidate.

Candidate statement

The candidate statement is a candidate's opportunity to tell voters how they meet the criteria set out by the current Board and what they'll bring to the role including their skills and experience, and ability to make a positive contribution to the effective governance of the Credit Union. A candidate statement needs to be 240-260 words, provided by email.

All statements will be reviewed, amended where appropriate, and approved by the Returning Officer. The statements will be collated and made available to voters along with their voting paper.

Candidate photo

Candidates need to provide a recent (less than 6 months) head and shoulders photo (preferably as a minimum 300 dpi jpeg image) by email.

We may reformat this image to ensure standardisation between candidates.

A few notes about campaigning

Election campaigning can start as soon as voting opens, and it can run right up until 4pm on the day that voting closes. Candidates can promote themselves through letters, flyers, emails, social media, the internet, and printed media.

All candidates are expected:

- To act in good faith in the best interests of the Police Credit Union.
- To respect the other candidates, and refrain from making comments about them that are defamatory or that undermine the integrity of the election process.
- To focus on issues affecting the Police Credit Union and what the candidate will bring to a position on the Board.
- Not to use any Police Credit Union resources for campaigning purposes.

Timeline and process

5 June 2026 – 30 June 2026	Call for Nominations Members are invited to nominate members to stand as Directors.
1 July - 15 July 2026	Assessment of Nominations Police Vetting check completed Credit Check completed Companies Office check completed Competencies and skills assessed by the Board Suitability against the Non-Bank Deposit Takers Act 2013 assessed All suitable and/or endorsed applicants will move on to the voting stage.
3 August 2026	Voting All eligible members will be emailed with their voting credentials for online voting. The online voting platform will include the candidate profiles.
1 September 2026	Votes counted Election results compiled Board Chair notified Suitable candidates will complete a suitability notice form which will be submitted to the Reserve Bank of New Zealand for their approval.
14 October 2026	Results announced at our Annual General meeting.

When do newly elected Directors come into office?

Successful candidates, who are elected as Directors, take office from the date of the declaration of the Election at the Annual General Meeting (AGM).

Voting

Voting will open **Monday 3 August 2026**. Members will be emailed a link to their personalised voting portal and candidate information.

Voting will be open for approximately 4 weeks.

Who can vote?

All current members aged 16 and over who hold an account with the Police Credit Union are entitled to nominate and vote in the election of Directors.

Announcing the successful candidates

The Chair will announce the result during the AGM. All candidates will be personally advised of their result as soon as possible after the close of voting. All results are subject to Reserve Bank of New Zealand's confirmation of non-objection to the appointment of the Director, which can take some time following the election process.

Who's involved in the election process?

The Returning Officer

- is appointed by the current Board each year, who is responsible to the Chief Executive but does not take direction from the Chief Executive or the Board.
- role is to conduct the election in accordance with the Police Credit Union's Rules.
- responsible for ensuring that the democratic process is conducted with the utmost integrity, security, and fairness for all.
- has overall control of how the election is conducted.
- can provide forms and answer any questions you may have about the election.
- Contact details:

Amy Linwood

Phone 0800 429 000

PO Box 12344, Wellington 6144

DX SX11257

Email: info@policecu.org.nz, with the subject line marked attention to: The Returning Officer.

If you have any questions about the actions or performance of the Returning Officer, please contact Mike Davy, Chief Executive, Police Credit Union by email to mike.davy@policecu.org.nz or by phone to 021 812 677.