

# 2019 Canadian Credit Union Board Governance & Directors' Remuneration Survey

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### Survey Preparation Checklist

The following information will support you in your preparation for completing the survey.

#### What to expect:

The survey you are about to complete is detailed and extensive; this is necessary to gather the data required to provide robust reporting on best practices in Canadian Credit Union board governance. While we have reduced the questions significantly this year to focus on the information that will provide the most value, you can still expect to spend approximately one to two hours on the survey. This can be done in multiple sittings to make it easier.

There are a larger number of qualitative questions than in previous surveys. You will be asked what impact your practices have, where your practices create strengths for your board, etc. When answering these types of questions it may be helpful to refer to documents such as board evaluations and strategic planning minutes, or to gather input from your team.

Once you have completed the survey, we encourage you to download a copy of your responses and ensure both you and your alternate contact have a copy. This will make it easier if we have follow up questions on any of the information you have provided.

#### How to prepare:

**First – make sure you get the link!** The survey will be sent from [central1@madebasic.ca](mailto:central1@madebasic.ca). Please ensure this address is 'white listed' so it doesn't get caught in any spam/junk email filters.

Reviewing the question set ahead of taking the survey will be the best way to know what you will be asked and prepare for your responses. You will find the question set on the survey [website](#).

Additionally, you will find it helpful to have the following documents and information readily available while completing the survey:

#### Organizational and Budget Information

- Ensure you have an alternate contact – someone we can reach out to if you are unavailable to verify information regarding your submission
- Your credit union on-balance sheet assets (from fiscal year end audited statement)
- Detailed 2019 board budget
- Board and committee compensation information – actual for 2018 and budget / expected for 2019

#### Board Composition

- Number of directors
- Director age, gender, tenure and roles
- Diversity Policy (if applicable)
- Skills and Competency Matrix (if applicable)

#### Director Recruitment and Onboarding

- Documented policy and/or practices around director recruitment and selection
- Documented policy and/or practices around director succession
- Director orientation program and practices

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### Director Training and Education

- Director Training / Education policy and/or practices, including mandatory training requirements (if any)
- Amount spent on director / board training and education in 2018
- Information on training and education provided to Directors in the past 12 months
- Director accreditations – current, and over past 2 years

### Board Structure and Governance

- Board rules, terms of reference, and/or policy on:
  - Term limits
  - Scheduled board meetings
  - Committee structure (nature of committees, number of members, frequency of meetings)
- Policy and/or Practices for board evaluation and board development planning
- Board effectiveness / board strengths
- Governance priorities
- Enterprise Risk Management program information

### CEO Oversight

- Policy and/or practices for CEO succession planning, CEO compensation management, CEO performance management, CEO development, CEO and board communication

### Strategic Planning

- Strategic planning session information

### Director Compensation

- Policy and/or practices for Director Compensation
- Details on current expected compensation for all directors and roles (Chair, Vice-Chair, Committee Chair and Director)
- Total actual compensation by director for 2018 (note that names will not be requested or matched to compensation information)
- Information on any additional compensation offered (such as wage loss programs)

### Expenses

- Policy and/or practices on director expenses when travelling for board business
- Practices on providing tools for directors (such as computers or tablets, etc.)
- Information on perks and benefits provided to directors

Our goal is to gather accurate information and make the process as easy as possible at your end. If you have any questions while preparing or completing the survey, please contact us at:

People Solutions  
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