



CANADIAN
CO-OPERATIVE
ASSOCIATION



ASSOCIATION
DES COOPÉRATIVES
DU CANADA

2017

Women's Mentorship Program Overview September 9th to October 6th 2017

BACKGROUND

The Women's Mentorship Program (WMP) is a unique professional development opportunity for women Managers employed in the financial co-operatives sector. The Women's Mentorship Program has been delivered by the Canadian Co-operative Association (CCA) since 2002. CCA has a notable success rate in developing 217 women credit union managers from 19 countries across Africa, Asia and the Americas.

ELIGIBILITY

The Program is aimed at women Managers of financial co-operatives who have limited opportunities for professional development, education or advancement. CCA is looking for Managers actively working in the day-to-day operations in the savings and credit co-operative or credit union sector.

WHY WOMEN?

The goal of the WMP is to enhance the participant's management skills and knowledge who work in a financial institution setting as well as significantly increase confidence and resolve to become equal contributors in the workforce. Results demonstrate that the Program has contributed towards the over 80% of the Program participants are still working in the credit union system in their country.

PROGRAM DESCRIPTION

Canada's co-op and credit union movement is considered world-class in its service quality and financial performance. Canada's credit union managers look forward to sharing their experiences with their overseas counterparts, and to learning about credit union operations in other countries.

WHEN: September 9th to October 6th, 2017

WHERE: Canadian Co-operative Association, 275 Bank Street, Suite 400, Ottawa, Ontario, Canada (airport YOW)

Successful applicants will participate in 2 ½ weeks of classroom training in Ottawa. **Classroom topics Include:**

- ✓ Loan assessment
- ✓ Delinquency control
- ✓ Human resources
- ✓ Marketing
- ✓ Governance
- ✓ Risk Management

Each participant will be matched with a Canadian Credit Union for 1 ½ weeks and mentored by a General Manager or Branch Manager. WMP participants will have an opportunity to learn about:

- ✓ The structure and history of the credit union movement in Canada,
- ✓ Contemporary approaches to the management of financial institutions in Canada,
- ✓ Gender dimensions of credit union management in Canada, and
- ✓ SACCO/Credit Unions Manager experiences in Asia and Africa.

TIMELINE

September 9- September 10	Participants arrive in Ottawa (airport code YOW)
September 11- September 20	Ottawa classroom training
September 21	Travel day to Canadian credit union placement
September 22-29	Individual credit union placement somewhere in Canada
September 30	Travel day back to Ottawa
October 1	Free day in Ottawa (church, shopping, etc.)
October 2- October 5	Ottawa classroom training continues (change management, debriefing, etc.)
October 6- October 7	Participants depart for home

COST

CCA staff, facilitators and leaders of Canadian credit unions volunteer their time. In addition, some Credit Unions contribute training materials, local transportation and accommodation. There is no cost to participants who are selected for the program.

CCA will cover the following costs:

- Travel from your community to your country capital (i.e. via local bus – keep receipts) to obtain visas, briefing
- Return economy flight to and from Ottawa, Ontario, Canada – printed copy of boarding pass must be submitted to CCA,
- Flights within Canada – to placement
- Canadian visa accommodation **,
- Accommodation while in Canada (double occupancy while in Ottawa),
- Meal allowance

****NOTE: Canadian visas** can be challenging to obtain. There are many documents to provide to the Canadian Embassy such as a letter of support from credit union management/board; personal financial statements, etc. Several past alumnae of the program have been denied visas and had to reapply. It is not a reflection of the individual that visas are denied (there can be several reasons). **To be accepted in to this program, participants must submit proof of having a Canadian visa no later than August 29, 2017.**

APPLICATION PROCESS

Women managers of established financial co-operatives are encouraged to complete the attached application form and send along with the additional required documents, via e-mail to mentoring@coopscanada.coop by **June 26, 2017**. The Selection Committee will inform successful applicants by early July 2017. We wish to thank all applicants in advance for applying; ***only candidates selected for the program will be contacted.***

NOTE: The average temperature in Ottawa in September ranges between 10-20 degrees Celsius – a comfortable climate, however CCA will provide warm sweaters, hats, gloves and scarves.

To learn more about the program, please visit our [website](#) or check out the video from the 2014 program [here](#).

Application form follows on the next page



**Women’s Mentorship Program
An International Training Program
for Women Managers of Financial Co-operatives (SACCO’s/Credit Unions)
September 9-October 6, 2017**

Ottawa, Ontario, Canada (airport code YOW)

Application is due on June 26, 2017

To be completed in English. Please type or print clearly and answer ALL questions. Incomplete applications will NOT be considered. Please scan as one document (not separate pages) and send to mentoring@coopscanada.coop.

WMP participant selection criteria:

- ✓ women managers of established financial co-operatives
- ✓ candidates with **at least five (5) years** of professional experience, employed by an established and viable financial co-operative that provides financial services to women;
- ✓ an excellent working knowledge of English is also required (speaking, comprehension, reading). A telephone interview may be required to ensure English qualifications (you will be spending 10 days on your own so need to have good English skills)
- ✓ over the age of 18
- ✓ in excellent health (please disclose any medical conditions we need to be aware of (i.e. peanut allergy) – see *question 20. A medical condition will not exclude you from participation, but we need to be aware of it.*
- ✓ possess a valid passport

A. FINANCIAL CO-OPERATIVE INFORMATION

1) Name of financial co-operative (savings and credit co-operative/credit union):

2) Address of financial co-operative

3) Telephone number: _____

4) Email address (work and personal): _____

B. APPLICANT INFORMATION

1) Full name of applicant (**put family name/surname in CAPITAL LETTERS**) – **WRITE NAME AS IT APPEARS ON PASSPORT**

2) Email address that CCA should use to contact you: _____

3) Passport number/scan: _____

4) Passport expiry date: _____

5) Applicant’s Date of Birth (for visa purposes) _____ Day _____ Month _____ Year

6) Country of Birth: _____

7) Now a Citizen of: _____

C. APPLICANT SKILLS AND EDUCATION

1) Knowledge of English Language (mark an ‘x’ under each heading)

NOTE: a good working knowledge of English is required (speaking, reading, comprehension) - **if selected you will need to speak with many people – such as credit union staff, CCA employees, embassy representatives, while travelling on your own, etc.**

	Spoken	Reading	Written
Excellent			
Good			
Fair			
Poor			

2) Education Level

Level of Education	Year Completed	Level Completed (Certificate, Degree)	Name of Institution
Secondary School			
College			
University			
Other (specify)			

D. WORK EXPERIENCE

- 1) Current Position/Title? _____
- 2) How long have you worked in this position? _____
- 3) What is your current job description? (Describe the work that you do as full-time employment.) Please provide as many details as possible (attach job description if you wish).

Do you have responsibility for managing people? Yes _____ No _____
 If so, how many people do you supervise? _____

- 4) Occupational record for the last ten years (include your current job title/organization)

Years	Position	Organization/employer

E. ABOUT YOUR FINANCIAL CO-OPERATIVE

- 1) We are a member-owned savings and credit organization/co-operative (e.g. credit union, SACCO or financial co-operative) Yes _____ No _____
- 2) What is the bond of association for your savings and credit co-operative? (e.g. employee based, community based etc.) _____
- 3) Please provide some indication of your **organization's** current savings and credit activities:
 Number of clients/members _____
 Value of current savings _____ (local currency) _____ (US equivalent)
 Value of current loans _____ (local currency) _____ (US equivalent)
 Value of assets _____ (US equivalent)
 Years of involvement in savings and credit _____
- 4) Is your credit union computerized? Yes _____ No _____
- 5) What programs do you have on computer? _____

Please note that all credit unions in Canada are computerized (transactions, reports, records, etc.)

6) Does your organization have an enterprise risk management program? Yes _____ No _____

7) Please list any other products and services your financial co-operative provides:

8) Please list the women-men ratio of membership, staff, and board members of your financial co-operative in the table below:

Membership		Staff		Management		Board			
# of Men	# of Women	# of Men	# of Women	# of Men	# of Women	# of Men	# of Women	Woman chair presently? (Yes/No)	If so, when elected?

9) Briefly describe the main challenges that **you personally** face in your job, as you work towards your organizations objectives.

10) Describe the 3 main challenges facing **your financial co-operative**?

11) To what extent does your organization focus on microfinance services (MF) – understood to mean financial services targeted at the poor?

We focus exclusively on microfinance _____

Microfinance is one of our services _____

Microfinance is not one of our services _____

12) What do you think are the priority issues facing your institution now? (Insert 1 for top priority, 2 for second priority, etc.)?

- _____ To expand the number of clients/members
- _____ To reduce the level of loan default
- _____ To access more capital for on-lending
- _____ To become financially self-sufficient
- _____ To get a good accounting/record keeping system in place
- _____ To reach the real poor with our program
- _____ To increase savings mobilization

Other (please explain) _____

13) Please describe in detail the most important skills you hope to develop, objectives, and/or issues you hope to address in this program. *(List them in order of importance).*

PLEASE COMPLETE THIS SECTION AS THIS ASSISTS CCA IN MATCHING OVERSEAS PARTICIPANTS WITH CANADIAN CREDIT UNION PLACEMENTS AND HELPS DESIGN THE CLASSROOM CURRICULUM.

- i) _____
- ii) _____
- iii) _____
- iv) _____

14) What do you consider to be the most interesting or significant element of your work in the past three years?

15) When you return to your co-operative, how do you plan on telling others about your experiences? (i.e. presentation at an annual meeting, to your apex organization, story in local newspaper, etc.)

16) Have you traveled to other countries (either personally or professionally)? If yes, please note them below.

F. HEALTH AND ABILITY TO TRAVEL

Are you in good health? Do you have any pre-existing health conditions which organizers should be aware of (i.e. diabetes, pregnancy, food allergies)? Please note them below. Disclosing this information will not exclude you from being accepted into this program – we just need to be aware to ensure a safe experience while in Canada. **NOTE:** *If you have been ill/sick one month prior to the program, **you should not travel to Canada.** Travelling long distances on airplanes can make medical conditions worse. Please note that successful applicants who discover a medical condition, or discover that they are pregnant just before start of program, can defer their participation to next year’s program. Note that the WMP program is a very demanding program with long hours.*

Are you able to travel on airplanes for up to 14 hours? Note: travel from Africa to Canada is approximately 2 flights lasting 8 hours each with layovers of up to 6 hours; Travel from Asia takes 2 flights lasting 6-12 hours each – these are long journeys! Food on airplanes will not be familiar – **Note: CCA cannot change this)**

G. APPLICATION PROCESS

Please submit the following documents along with this completed application form. **If all the required documents are not submitted, your application will not be considered.**

- 1) Complete the *Women's Mentorship Program Financial Questionnaire* (a separate excel spreadsheet).
- 2) On a separate page, please provide a **one page summary** description of your financial co-operative (with brief history, context, statistics, major achievements & challenges). This information will be forwarded to the Canadian credit union who will be hosting you.
- 3) On a separate page, please provide the following:
 - A one page essay on your goals (and motivation) for participating in the program and what changes you hope to accomplish upon return home,
 - a detailed description of yourself (i.e. family, personal interests, children, type of housing, hobbies, etc. 300 words) – this information will be shared with your Canadian host family if you are selected

NOTE: *these documents are for CCA staff and classroom facilitators to get to know you – you will not be assessed on these documents.*

- 4) Read and sign the participant roles and responsibilities form (a separate word document).
- 5) Approval by your financial co-operative Board of Directors (a separate word document).
- 6) List the names and contact addresses (e-mail) of two references. **One of the references must be your supervisor. CCA may contact these references for background information.**

	Reference #1	Reference #2
Name		
Position		
Organization		
Contact (e-mail/fax)		

By signing below, you agree that all of the information included in the application is correct:

Name: _____ Date: _____

Send application via e-mail to mentoring@coopscanada.coop. All applications must be received by June 26, 2017 (or earlier).

Checklist: did you remember to include the following documents in your application?

- | | |
|---|---|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Detailed description about yourself (including why you want to participate in the WMP) |
| <input type="checkbox"/> Women's Mentorship Program Financial Questionnaire | <input type="checkbox"/> Signed participant roles and responsibilities form |
| <input type="checkbox"/> One page description of your co-operative | <input type="checkbox"/> Approval by your Board of Directors |