



Thursday 7th August, 2025

Dear Prospective Nominee,

**RE: 2025/26 ELECTIONS FOR THE BOARD AND OTHER COMMITTEES**

The FinTech Association of Trinidad and Tobago wishes to thank you for choosing to participate, as an Applicant, in our nomination and election process for a position on the Board of Directors as outlined hereunder.

As a Non-Governmental Organisation we value the commitment of our voluntary officers and advise on the following positions for the 2025/2026 term of office:

**Board of Directors – seven (7) positions**

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Director, Community Development
6. Director, Technology and Infrastructure
7. Director, Regulatory and Compliance

In this Nomination Package, you will find information that will assist you in determining the qualification criteria and expectations for Applicants, based on the roles of leadership and governance of the FinTechTT, and in accordance with the Association's Member Handbook and By-Laws.

Yours respectfully,

Charielle Plowden  
Secretary

## NOMINATION AND ELECTION GUIDELINES

**As established in FinTechTTs By-Laws, the election of Officers at an Annual General Meeting (AGM) are provided for as follows:**

1. Clause 3.1 - Members are any individual or organisation that is registered with FinTechTT and whose subscription fees are fully paid up.

2. Clause 7.1 - The officers of the Company shall consist of a President, a Vice-President, a Treasurer and a Secretary who shall be Ordinary members of the Company and shall be elected at the Annual General Meeting of the Company in March of each year and shall retire annually but shall be eligible for re-election.

3. Clause 8.2 - Candidates for election as a director shall be proposed and seconded by members entitled to vote at general meetings of the Company.

2.1. Clause 8.1 - The directors of the Company shall be -

- (a) the Officers, ex officio;
- (b) A senior officer of the Trinidad and Tobago International Financial Centre;
- (c) such number of other ordinary members of the Company as is fixed in the Articles of Incorporation of the Company who may be elected at the Annual General Meeting of the Company in each year and who shall retire annually and shall be eligible for re-election; and
- (d) supernumerary members appointed by the directors pursuant to paragraph 8.4 hereof.

2.2. Clause 8.6 - Qualification: A director shall be an ordinary member of the Company and possesses such qualification and experience as determined by the Board of Directors.

4. Clause 12.8 - Votes: Every question submitted to any meeting of members shall be decided in the first instance by a show of hands which voting may be conducted via such electronic mechanism that permits each member to cast his or her vote unless a person entitled to vote at the meeting has demanded a ballot and, if the articles so provide, in the case of an equality of votes the chairman of the meeting shall on a ballot have a casting vote in addition to any votes to which he may be otherwise entitled. Members are defined as those who are entitled to vote as per the voting registry.

4.1 Clause 12.8.1 - At every meeting at which he is entitled to vote, every member, proxy holder or individual authorized to represent a member who is present shall have one vote on a show of hands. Upon a ballot at which he is entitled to vote, every member, proxy holder or individual authorized to represent a member shall, subject to the articles, have one vote.

5. Clause 12.9 -Proxies: Votes at meetings of members may be given either personally or by proxy or, in the case of a member who is a body corporate or association, by an individual authorized by a resolution of the directors or governing body of that body corporate or association to represent it at meetings of members of the company.

6. Clause 13.1 - The directors may from time to time as deemed necessary appoint committees consisting of such number of directors or members as may be deemed desirable and may prescribe their duties.

**NOTE ON THE VOTING REGISTRY: Members are encouraged to ensure that their membership subscription is up to date, no later than 22nd August, 2025.**

## CANDIDATE NOMINATION GUIDELINES

All members wishing to be considered Nominees for election to the FinTechTT's Board of Directors must complete the following Nomination process.

All Nominees chosen will be circulated among members by Saturday 23rd August, 2025 to prepare for live voting at the AGM which is scheduled for Thursday 28th August, 2025

## IMPORTANT DATES

**NOMINATIONS OPEN:** Thursday 7th August, 2025

**NOMINATIONS DEADLINE:** Friday 22nd August 2025 at 11:59pm Eastern Time GMT-4


**CANDIDATE ANNOUNCEMENTS:** Saturday 23rd August, 2025

**2025 ANNUAL GENERAL MEETING:** Thursday 28th August, 2025

## ONLINE INSTRUCTIONS

Applications for Nomination must be completed through our online process.

Current Members wishing to be a candidate for one (1) of the vacant positions must:

1. Obtain the support of **two (2) Recommenders** (financial members of FinTechTT)
2. Complete the Nomination Form:  [LINK TO NOMINATION FORM](#)
3. Have their 2 Recommenders Fill out the Recommender Form - [RECOMMENDERS LINK](#)
4. Register to attend the Annual General Meeting - [LINK TO REGISTER ON ZOOM](#)
5. Ensure all membership fees are up to date and paid. Email [community@fintechtt.com](mailto:community@fintechtt.com) with questions

**ALL OF THESE LINKS are also available on our official FintechTT Website.**

**[www.fintechtt.com/AGM](http://www.fintechtt.com/AGM)**

## REQUIRED INFORMATION

Recommender's Information	Nominee's Information
<ol style="list-style-type: none"> <li>1. Full Name</li> <li>2. Contact Number</li> <li>3. Email Address</li> <li>4. Membership Status</li> <li>5. Organisation</li> </ol>	<p>A copy of a valid form of ID must accompany the application and a recent headshot</p> <ol style="list-style-type: none"> <li>1. Full Name</li> <li>2. Contact Number</li> <li>3. Email Address</li> <li>4. Membership Status</li> <li>5. Organisation</li> <li>6. Occupation</li> <li>7. Qualification/Background</li> </ol>

## **FINTECHTT OPEN POSITIONS FOR 2025/2026 BOARD OF DIRECTORS**

<b>BOARD OF DIRECTORS</b>	<b>DESCRIPTION</b>	<b>RECOMMENDED EXPERIENCE (PREFERRED)</b>
President	Presides at all meetings of the directors and members, and is the main signatory. The President provides direction and control of the business, activities and officers of the Association	Executive/Senior Level management in the industry
Vice President	Supporting the Role of the President in all aspects and will act as the President in the event the President takes leave.	Experienced with management skills and organizational leadership
(Treasurer) Director, Finance and Investment Sourcing	Has the care and custody of all the funds and securities of the Association	Robust background in Finance and Accounting and understanding of applicable laws
Secretary	Performs secretarial duties at all meetings of the Board. The Secretary has charge of the minute books, registers and other documents of the Association	Knowledge of organisational procedures and excellent administrative skills
<b>Director</b> Community Development	Supervises the Association's public education initiatives. Responsible for ensuring that the Association's marketing and communications are aligned to the brand	Demonstrable working experience in leading creative and innovative communications and marketing strategies
<b>Director</b> Technology and Infrastructure	Charged with evaluating the current landscape of Fintech, Readiness and Ecosystem of the current market accessibility challenges and future infrastructure needs/trends. Will need to provide guidance on investment and research. Coordinates the technological requirements for the efficient operations of the Association	Strong technical experience and background in ICT and payments
<b>Director</b> Regulatory and Compliance	Liaises between TTIFC, Central Bank and other major facilitators. Oversees industry-specific practices and provides advice to the Association and its members on compliance. This role also includes assessing the Association's compliance with laws/regulations and developing internal operational policies.	High proficiency in laws/regulations related to the ICT and payments industry

See [FinTechTT Member Handbook](https://fintechtt.com/our_work) for more information: [https://fintechtt.com/our\\_work](https://fintechtt.com/our_work).