



## POSITION DESCRIPTION

Position Title: **Supervisory Committee Member**

Accountable to: **Membership, Board of Directors**

Term: **Appointed by the Board of Directors annually for a term of one year. No term limits.**

### Responsibility Summary:

Provides oversight of operational procedures and safety of members' funds. Ensures that internal controls are in place and operating correctly. Oversees lending, accounting, and operations activities to verify detail of internal controls and operating procedures. Initiates annual audit by selecting an independent, professional auditing firm. Contract with independent, professional auditing firm to perform internal audit responsibilities.

### Duties and Responsibilities

1. Attend all regular and special meetings of the Supervisory Committee.
2. Periodically attend monthly Board of Director meetings. At least one Supervisory Committee member should try to attend each Board meeting.
3. Make recommendations to the Board of Directors regarding policies and procedures to implement or update internal controls and operating procedures.
4. Select independent auditor to perform annual financial audit. Review results and initiate follow through with any necessary changes.
5. Review results of federal examinations, and initiate follow through with any necessary changes.

6. Review monthly reports from lending, accounting and operations to ensure internal controls are in place and operational procedures are followed, including controls over data processing functions.
7. Engage an independent auditor to perform internal audit work that falls under the responsibilities of the Committee.
8. Audit on a regular basis loan originations, collections, member accounts, cash on hand, bank accounts and investments if not delegated to an independent auditor.
9. Provide oversight of all Board and committee members, as well as employees, to prevent any actions not in the best interest of members.
10. Deal with any applicable complaints or concerns of individual members relating to the safety of members' interests.
11. Read industry material. Attend seminars and conferences relating to the credit union industry in general and the Supervisory Committee/audit function in particular.

#### Qualification Requirements:

1. A member in good standing of the Credit Union and a personal interest in participating in the Credit Union movement.
2. A commitment to attend all regular and special meetings of the Committee, and periodically attend Board meetings.
3. Ability and desire to attend planning programs and appropriate educational conferences and seminars related to the responsibilities of a member of the Supervisory Committee.
4. Demonstrated desire to learn about the Credit Union, its services, laws and regulations that govern it and the duties and responsibilities of a member of the Supervisory Committee.
5. A background in finance, accounting, marketing, information technology and/or retail is recommended but not required.