



Position: Supervisory Committee Member
Supervises: Internal Audit Team
Reports To: Members and Board of Directors

Effective Date: November 2018
Status: Appointed Volunteer
Term: One Year

Summary

Supervisory Committee members ensure that Credit Union records are accurate, assets are secure and procedures are in place to protect the financial soundness of the Credit Union.

Primary Duties & Responsibilities

1. Employs a professional auditor, within the established budget, to assist in the Committee's duties and responsibilities as specified by regulations and bylaws.
2. Through the Internal Auditor or professional auditor, conducts any audit the Committee determines necessary.
3. Through the Internal Auditor, inspects securities, cash and accounts of the Credit Union. Ensures officers, committees and employees comply with policies and regulations.
4. Ensures a verification of the loan and share accounts of the membership are conducted annually.
5. Reviews Board meeting minutes.
6. Suspends any director or committee member, if necessary, in accordance with state and federal law.
7. Prepares and makes available a report to the membership to be read at the Annual Meeting.
8. Attends regular committee meetings and the Annual Meeting. Attends the annual Strategic Planning Session. Please note that, per Board Bylaws, Article VI - Section 9, "If a director, executive officer, or member of the Supervisory Committee fails to attend regular meetings of the Board or Committee for three (3) consecutive meetings, or five (5) in a calendar year, or otherwise fails to perform any required official duties, such person shall be deemed to have resigned from that office. After giving that official reasonable notice and opportunity to be heard, such resignation may be accepted and the person's office may be declared vacant by the Board and the vacancy filled as herein provided." (Time commitment of 2-4 hours per month).
9. Actively participates in making decisions directed toward improving the financial lives of the membership.

10. All committee members are expected to participate in and take advantage of the following educational resources and opportunities:
 - a. Completes key Volunteer Achievement Program (VAP) modules to enhance your understanding of Credit Union operations. Committee members are expected to complete the first three VAP modules (V01-History and Philosophy, V02-Financial Reports and V03-Managing Risk) during their first year on the Supervisory Committee.
 - b. After completion of the required VAP modules, committee members are expected to complete three types of training courses, which could include a combination of VAP modules, participation in Unilever Federal Credit Union's learning management program (an online video series focusing on key issues facing Credit Unions) and other relevant educational opportunities. This requirement should be fulfilled annually between June of the year elected to the committee and May of the following year.

Requirements – Skills, Job Knowledge & Abilities

1. Understanding of Credit Union philosophy and history.
2. Ability to understand basic financial reports.
3. Ability to critically examine and question issues or reports.
4. Understanding of Credit Union internal controls.
5. Understanding of applicable laws and regulations.
6. Familiarity with Credit Union policies and by-laws.
7. Be a member in good standing at the Credit Union.
8. Be at least 18 years of age.

Unilever Federal Credit Union believes each volunteer makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities of any job. This position description is designed to outline primary duties and qualifications, but not limit you or the Credit Union to only the essential functions identified. Ideally, each volunteer will offer his or her services whenever necessary to ensure the success of Unilever Federal Credit Union.

I have read the above position description and acknowledge my understanding of the duties and tasks.

Supervisory Committee Member's Signature

Date