



Qualifications and Training Standards for Officials - Supervisory Committee

Job Description:

The following will be considered the job description for a **Credit Union Supervisory Committee Member**.

Specific Duties and Responsibilities:


- The Supervisory Committee will serve as a check and balance to the credit union's Board of Directors.
- Keep fully informed of the financial condition of the credit union.
- Keep fully informed as to those decisions made by the credit union's Board of Directors.
- Perform or authorize an annual audit of the credit union, and report the findings of the audit, along with any recommendations, to the credit union's Board of Directors.
- Make a report to members at the credit union's annual membership meeting.
- Maintain confidentiality of credit union business.
- Meet educational requirements established by the Board and Supervisory Committee.
- Attend and actively participate in Supervisory Committee meetings (held every three months or once per quarter) and planning sessions.
- Participate on any committees, as requested by the Supervisory Committee.
- Review all monthly reports as designated by the Supervisory Committee.
- Ensure that all credit union policies are being adhered to.
- Assure that the credit union meets all federal and state regulations and guidelines.
- Keep up-to-date on financial, legal and service oriented objectives related to promoting the welfare of the credit union.
- Maintain, review, and update credit union By-laws as they pertain to the Supervisory Committee and Board of Directors.
- Supervisory Committee Members are invited to participate in meetings of the Board of Directors, however, it is not required.
- Monitor activities of the Board of Directors and credit union management.

Qualifications and Requirements:

In an effort to maintain high standards for our Supervisory Committee Members, Community 1st Credit Union has established the following minimum competency standards for serving on the Supervisory Committee:

- All candidates for the Supervisory Committee will complete an application (see attached) and will sign a written agreement to serve (see attached).
- All Supervisory Committee Members will meet the training requirements of the credit union.

Please submit your completed applications to alison.cory@myc1cu.com or for questions, contact Alison Cory at (253) 722-5212, ext. 1170.

HEADQUARTERS: 955 Ross Loop, Ste. 100 •  P.O. Box 870, DuPont, WA 98327 • P (253) 722-5212 • P (800) 247-7328 • F (253) 476-4807

COMMUNITY 1ST CREDIT UNION

Written Agreement to Serve

I do hereby wish to indicate my intention to serve on the Supervisory Committee of Community 1st Credit Union, and to acknowledge my acceptance of the conditions listed below:

- I have a strong desire to be of service to my fellow credit union members.
- I set great value on confidentiality.
- I will be expected to become familiar with the policies of this credit union and the duties and responsibilities of a SC Member.
- I will act in a manner so as to promote and protect the best interests of the credit union and its members.
- I will serve without pay.
- I am willing to use personal time to increase my knowledge of the credit union movement, which may include attending educational conferences.
- I am willing to attend Supervisory Committee Meetings (once per quarter).
- I will avoid conflicts of interest.
- I will be responsible for helping ensure policies are being adhered to, but I will not be involved with the day-to-day operations.
- In the event I should ever file a petition in bankruptcy, or cause the credit union any type of loss, it will be necessary for me to immediately resign my position on the credit union Supervisory Committee.
- I authorize the Supervisory Committee to submit my name to check for Bondability.

Have you ever caused Community 1st Credit Union a loss? _____ If yes, when? _____

Are you bondable? _____

*I promise that the above information is true and accurate to the best of my knowledge.

Signature of Applicant

Date