

Supervisory Committee Job Description

Title: Supervisory Committee Member

Reports to: Members and Board of Directors

Specific Duties:

- Select an accounting firm and sign the engagement letter for all audits required by our regulators.
- Review any/all findings in the annual audit and monthly internal audits. Ensure that corrections were made in a timely manner by staff.
- Have authority to suspend any board member by unanimous vote; if necessary, in accordance with regulations.
- Prepare an annual report for the members at the annual meeting.

Preferred Qualifications

- Must be at least 18 years of age and a member in good standing.
- Prefer at least one year of membership, but not required.
- Must agree to a credit report and background review to meet bonding guidelines.
- Must agree to sign the Oath of Office and Conflict of Interest Statement.
- Accounting background and/or education in this area and/or related work experience is helpful.
- Must be able to attend meetings. (Usually 1 Per Quarter)
- Credit Union National Association Volunteer Achievement Program (3 books) to be completed within a year (preferred).

Time Required

- Approximately 1- 2 hours/quarter.

Application & Qualifications for Appointment to Supervisory Committee

I hereby request that I be considered for appointment to the Supervisory Committee.

Name _____ Date of Birth _____

Address _____ Phone _____

Email Address _____

Pertinent educational, business, professional and biographical information:

You received a copy of the job description and qualifications for the Supervisory position. What qualities will you bring to fulfill the responsibilities of the position?

I have been a member of Great River Federal Credit Union since _____. I authorize the board to do a credit and background report to assure bondability.

Signature

Date

Please return to:

Administrative Assistant

Great River Federal Credit Union

1532 West St. Germain, St. Cloud, MN 56301

Or email to: executiveassistant@greatriverfcu.org