



Supervisory Committee Job Description

Title: Supervisory Committee Member

Reports to: Members & Board of Directors

Duties/Responsibilities

- 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.

Qualifications

- To run for office, an individual must be at least 18 years of age and must be a primary member in good standing.
- Would prefer at least one year of membership, but not required.
- Knowledge or willingness to learn about credit union and business operations.
- Must be able to attend meetings (usually afternoon or evenings) usually once per quarter.
- Accounting background and/or education in this area and/or related work experience is helpful but not required.
- Pass the Credit Union National Associations Volunteer Achievement program (3 modules) Preferred.
- Be an active member of the credit union and use the services of the credit union.
- Accept and adapt to change, welcome new ideas, and be imaginative.
- 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.

Time Required – Approx. 1-2 Hours/Quarter

- Approximately two hours per month - board meetings.
- Available for special board, committee meetings, educational programs as needed.

Application & Qualifications of Nominee for Supervisory Position

I hereby request that my name be submitted for a Board Director position.

Name _____

Date of Birth _____

Address _____

Phone _____

Email _____

I have been a member of Great River Federal Credit Union since _____.

Pertinent educational, business, professional, and biographical information.

You received a copy of the Supervisory Committee Description which includes qualifications; what qualities will you bring to fulfill the responsibilities of the position.

I authorize a credit report and criminal background review to assure bondability.

Signature

Date

This form must be returned to the Nominating Committee Chair, Great River Federal Credit Union Credit Union, 1532 West St. Germain, St. Cloud, MN 56301, by the date specified in the Newsletter announcing Board of Directors Election.