

### **Supervisory Committee Job Description**

**TITLE:** Committee Member

**REPORTS TO:** Members and the Board of Directors

**SUPERVISES:** Auditing firm and staff

**PRIMARY FUNCTIONS:**

To act as the guardians of the members interests and rights; to carry on a continuing series of checkups to ensure that records are maintained properly, honestly, and accurately; to ensure that policies established both by law and the Board are carried out faithfully; and to ensure that member concerns are promptly addressed and resolved.

**SPECIFIC DUTIES:**

1. Work with the Board of Directors, the CEO and staff and other committee members to ensure compliance with developed policies, goals and objectives of the credit union.
2. Ensure that the credit union adheres to pertinent laws, regulations, and sound business practices.
3. Ensure that the credit union maintains a sound financial condition and that the credit union's assets are protected against unauthorized borrowing and investing. To oversee internal and external audits, ensuring adequate internal controls are in place, and periodically testing those internal controls.
4. Recommend to the Board policies and procedures that will ensure proper operational checks and balances to protect the credit union's assets.
5. Ensure that implementation of new technology, products and procedures comply with all regulatory requirements for safety and soundness.
6. Review the activities of the Board of Directors and established committees to ensure compliance with regulatory guidelines and approved internal policies.
7. Engage a public, external auditing firm, define the scope of its duties, and review progress in attaining the prescribed goals and objectives.
8. Attend all regular and special committee meetings, as well as Board of Director meetings, if so requested, unless prevented by circumstances beyond control.
9. Supervise the credit union's annual elections, ensuring that election procedures are carried out in conformance with the requirements set forth in the credit union bylaws, as well as in conformance to any pertinent local, state, or national laws governing the election process.

### **Supervisory Committee Pledge**

I fully understand and do hereby agree, that to serve on Neighbors United Federal Credit Union Supervisory Committee, I will conform to and abide by the following:

1. I will attend all regular and special meetings of the committee as well as Board of Directors meetings, if so requested, unless prevented by circumstances beyond my control.
2. I will attend the credit union planning session, unless excused by the Chair.
3. I will continually seek to learn more about the credit union movement, organization and its services. I will learn about my individual responsibilities as a supervisory committee member by fulfilling the educational requirements established by the board.
4. I will consider the operations of the credit union, its staff, and its members as confidential in nature.
5. Should I ever find myself under obligation to any other group or organization that is in conflict with the credit union, I shall disclose the conflict to the chairperson of the committee and the Board of Directors.
6. I will participate to the best of my ability in acting on policy and other matters coming before the committee, give full attention to the operations, issues and concerns of the credit union.
7. I will give all assistance possible to my fellow committee members, board members, appointed officers, the CEO, and employees of the credit union in the discharge of their offices.
8. Adhere to the attached Code of Ethics, Educational Requirements, and any other requirements imposed by the Board of Directors.

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Name

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Date

**Volunteer Application Form**

Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Current Address \_\_\_\_\_

Member Account Number \_\_\_\_\_ Last 4 numbers of SS \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone/Ext. \_\_\_\_\_

How Long Have You Been a Member of Neighbors United Federal CU? \_\_\_\_\_

Qualifications, including material business activities and affiliations during the past 5 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience:

\_\_\_\_\_  
\_\_\_\_\_

Relatives employed by Neighbors United FCU, if any \_\_\_\_\_

(Relationship is defined to include the following: Mother, Father, Son, Daughter, Brother, Sister, Mother-In-Law, Father-In-Law, Son-In-Law, Daughter-In-Law, Brother-In-Law, Sister-In-Law, Aunt, Uncle, Nephew, Niece, First Cousin, Grandparents, Grandchildren, Foster Parents, Foster Children, Foster Brother and Foster Sister.)

All Convictions by State or Federal Court involving a crime of dishonesty or breach of trust, if any:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Prospective Official

\_\_\_\_\_  
Signature of Prospective Official (Date)

\_\_\_\_\_  
Witness (Date)