

# VOLUNTEER SUPERVISORY COMMITTEE VACANCY



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## QUALIFICATIONS

- Member in good standing
- Available for monthly and adhoc meetings
- Ability to complete annual online training and attend occasional offsite conferences
- Bondable
- Beneficial work background includes but is not limited to:

Business Administration  
Accounting/Bookkeeping  
Regulatory or Policy Compliance  
Quality Control Review  
or any work requiring interpreting and applying policies and procedures

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## KEY RESPONSIBILITIES

Supervisory Committee members contribute to efforts to safeguard member assets by:

- Develop and implement an annual workplan
- Ensure CU records are maintained properly
- Monitor Financial Controls and Procedures
- Work with CU management team and internal audit systems, external audit firm and National Credit Union Administration (NCUA) Examiners, as necessary, to monitor responses to audits and exams
- Contribute to Annual Report

**Note:** Supervisory Committee Members cannot be related to CU Staff, Board, Supervisory Committee members

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## TIME COMMITMENTS

### Annually Training

- Training commitment - online (2.5 hours)
- outside training conference TBD

### Annual Meeting of the Members

- Annual Report
- Attendance at Annual Meeting
- Meetings with Auditors or Examiners

Approximately 7.5 - 10 hours annually

### Optional

- Monthly Board meetings (1.5 hours each)

### Monthly

- Supervisory Committee Meeting / Tasks and Committee Meeting minutes

Approximately 2 hours/month x 12 = 24

### Total Time Commitment

36.5 hours monthly and annual obligations plus any additional travel and conferences.

Approximately 18 hours annually on optional meetings

The Cooperative Center FCU Nominating Committee is currently accepting applications from members who would like to share their time and talents to help shape the future of the credit union! The credit union has a group of Board Members, Supervisory Committee Members, Education Committee Members, who all share their expertise by contributing their talents, experience, and passion to Cooperative Center and the credit union movement. It's a very rewarding experience and we want you!