

Purpose

The Supervisory Committee exists to provide independent oversight of the credit union's operations by ensuring:

1. Required audits are performed (or caused to be performed) in accordance with applicable law and regulation.
2. Required written reports are prepared and submitted to the appropriate authority ("Administration") and as otherwise required.
3. Member account records are verified periodically and documented.
4. The credit union operates in compliance with the Act, regulations, charter, and bylaws, and that unsafe or unauthorized practices are surfaced to the membership when necessary.

Appointment & Term

- Appointed by the Board of Directors from among credit union members.
- Term lengths: 1 or 2 years, as established by the Board.

Requirements

1. Is a current active Member over the age of (18), in good standing, and expresses or exhibits an interest and well intentions in the Credit Union.
2. Makes a time commitment to attend:
 - Regular meetings of the Supervisory Committee
 - The Annual Membership Meeting
3. In accordance with the compliance schedule, complete mandatory training modules, confirm their understanding and adhere to the position description as well as the Credit Union's established policies.
4. Has basic computer skills and digital literacy. *Digital literacy is defined as "the basic ability to navigate, evaluate, and communicate information online or in a digital format".*
5. Ability to handle sensitive information with discretion and independence.

Preferred but not required: *Experience in audit, compliance, risk management, accounting, internal controls, or governance.*

Specific Duties

1. Risk Oversight

- Review internal controls
- Hire and work with an internal auditor
- Hire and work with the external auditor
- Review examination and audit findings and follow-up to ensure that management takes the necessary corrective action
- Meet with the federal examiner
- Research member complaints
- Complete other recommended procedures
- Fraud prevention/whistleblowing

2. NCUA Regulation, Part 715: Basic

- Meet required financial reporting objectives
- Establish practices and procedures sufficient to safeguard members' assets.

3. NCUA Regulation, Part 715: Specific Responsibilities

Must determine whether:

- Internal controls are established and effectively maintained
- Accounting records and financial reports are promptly and accurately prepared
- Policies and control procedures established by the Board are: Properly administered;
- sufficient to safeguard against error, conflict, self-dealing, and fraud.

4. NCUA Regulation, Part 715: Mandates

To carry out the basic and specific responsibilities, the Committee must:

- Ensure filing requirements for Call Reports are met
- Perform / Obtain an audit (as defined by regulation)
- Perform / Obtain a verification of members' accounts
- Act to avoid sanctions for failure to comply with these requirements



Committee Officers

Chair

- Leads Committee meetings and serves as Chair of certain member meetings when required (unless members choose otherwise).
- Ensures the Committee fulfills audit, verification, reporting, and escalation duties.

Secretary

- Prepares, maintains, and has custody of full and correct records of all Committee actions.
- Coordinates documentation for audits, verifications, and required reporting.

Note: *Chair and Secretary roles may be held by the same person.*