

Embark Credit Union
P O Box 2649, 1500 River Dr N
Great Falls, MT 59403

Supervisory Committee Position Description

Position Summary: The Supervisory Committee position is a voluntary position. The Committee is comprised of between 3-5 Credit Union members and is appointed by the Board of Directors. Each committee member has a 2 year term. The term expires after the first regular board meeting following the Annual Meeting.

The Credit Union's Supervisory Committee usually consists of volunteers with widely varying backgrounds. At a minimum, volunteers must be familiar with accounting or auditing and business principles and be willing to commit time to the committee's activities.

The Committee selects its own Chairperson and Secretary and may request a budget each year.

Although appointed by the Board of Directors, the Supervisory Committee has the ability to suspend, by unanimous vote, any board member or the CEO.

Goals: The Committee is charged with: 1) ensuring that management's financial reporting objectives have been met and 2) management practices and procedures safeguard members' assets.

To meet these two general goals, the Committee is responsible for determining whether Credit Union managers have:

- Established and maintained effective internal controls to achieve the credit union's financial reporting objectives.
- Promptly prepared accounting records and financial reports to accurately reflect operations and results.
- Properly administered the relevant plans, policies, and control procedures established by the Board of Directors.
- Established policies and control procedures that safeguard against error, carelessness, conflict of interest, self-dealing and fraud.

Those determinations are made primarily through conducting verifications of accounts and records.

The duties in a Credit Union of this size and complexity are generally:

- performed by an outside CPA firm,
- completed by an internal audit position (if any),
- control actions performed by Credit Union management with

- Supervisory Committee overview, and/or
- performed by the Supervisory Committee members.

Position Expectations: All new Supervisory Committee volunteers will have an orientation with the CEO within the first 60 days of election or appointment. An orientation manual is prepared and presented to each participant.

Supervisory Committee members are invited but not required to attend the regular monthly board meetings. All committee members receive the monthly board packet a week in advance of the meetings.

Supervisory Committee members are expected to be knowledgeable about the Credit Union, basic accounting and financial statements and internal controls.

Each volunteer is expected to commit to ongoing education. The Governance Committee will establish, recommend and revise education criteria for volunteers. Each Supervisory Committee member is expected to complete at least 8 hours of continuing education each year in areas appropriate and relevant to Supervisory Committee duties.

Time Commitment:

The Supervisory Committee members are invited to all regular monthly board meetings. These meetings generally last 2- 3 hours.

In addition, the Supervisory Committee should plan to meet 4 times each year to prepare and update the annual work plan. A committee meeting generally shouldn't exceed 1 – 1 ½ hours.

The Committee may be asked to meet with the external CPA or with the NCUA federal examiners during those audit or exam periods.