

**SUPERVISORY COMMITTEE
JOB DESCRIPTION**

TITLE: Supervisory Committee Member

REPORTS TO: Credit Union Members (and in some cases, to the Board of Directors)

SUPERVISES: Clerical and auditing personnel (if any) hired by the committee to carry out its directives

Primary Functions:

To ensure ongoing reviews and audits to make sure that credit union records are maintained properly, honestly, and accurately; that policies established by law and by the board of directors are carried out faithfully; and that members' assets are safeguarded and used according to the purposes of the credit union.

Specific Duties:

1. Make certain a complete and thorough audit of the credit union's records and operations, including a verification of member loan and share accounts, is conducted at least once every two years. Make certain that all necessary written audits and work papers are submitted to regulatory and insuring agencies in a timely fashion.
2. Verify that adequate internal controls are established and effectively maintained to safeguard the credit union's assets. Oversee the inspection of securities, cash, and accounts of the credit union. Review credit union operations and monitor overall financial condition on an ongoing basis.
3. Review the actions of the board of directors, officers, and committees to make sure that they exercise firm control over the credit union's affairs, they understand their role, and they promote the credit union for its intended purpose.
4. Ensure that the credit union is in full compliance with all relevant laws and regulations.
5. Review all new policies and changes in credit union procedures in terms of their effects on the quality of service to members and safety of members' funds.
6. Present a full report of the findings of annual audits and any special findings to the board of directors.
7. Prepare and make available an annual report to be presented to members at the annual meeting.
8. Carry out all other duties as required by law, regulation, or the credit union's bylaws.
9. Engage the services of auditors as needed to perform audits. Direct and oversee all work by auditors.

JOB PREREQUISITES:

1. Be a minimum of 18 years of age

2. Three (3) years minimum members in Rio Grande Credit Union ("RGCU")
3. May not have been dismissed for cause by RGCU
4. May not have caused any monetary loss for RGCU
5. May not be delinquent more than 60 days on any RGCU loan
6. Must have a credit score of "B" or better
7. Must be bondable
8. Must not have filed bankruptcy in the past 7 years
9. May not currently be an employee of RGCU