

## **JOB DESCRIPTION**

### **Member, Supervisory Committee**

#### **GENERAL SUMMARY:**

Members of the Supervisory Committee (Committee) play an essential role in overseeing the credit union's financial integrity, compliance and risk management practices. Members contribute to monitoring internal audit processes, reviewing financial statements, assessing risks, and ensuring regulatory compliance to safeguard the interests of the credit union's members.

#### **About the Supervisory Committee**

The Committee is comprised of an odd number of at least three Credit Union members as determined and appointed by the Board of Directors and granted voting authority. After an initial one-year appointment, each committee member serves two-year terms, if reappointed by the Board. Associate Members are non-voting and serve at the pleasure of the Board.

The Committee's role and responsibilities are defined by the Code of Federal Regulations, the Arizona Revised Statutes, the Bylaws of Vantage West Credit Union, and the Supervisory Committee Charter. The Committee is charged with ensuring that the Board of Directors and management of the credit union:

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

To meet these two general goals, the Committee, with assistance from Internal Audit, is responsible for determining whether credit union management has:

- Established and maintained effective internal controls to achieve the credit union's financial reporting objectives by overseeing internal and external audits, ensuring adequate internal controls are in place and periodically testing those internal controls.
- 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, and fraud.

Additionally, the Committee must:

- Ensure that a comprehensive financial audit is completed annually in accordance with auditing standards generally accepted in the United States of America (GAAS).
- Conduct an annual member account verification.
- Submit a report of the annual audit to the Board of Directors and include a summary of the report to the members at the annual meeting of the credit union.
- Ensure the credit union adheres to regulatory filing requirements.

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#### **PRIMARY FUNCTION with assistance from Internal Audit:**

- Collaborate with Committee Members, the Board of Directors, and Vantage West Management to ensure compliance with developed policies, goals and objectives of the credit union and fulfill the Committee's responsibilities.
- Ensure the credit union maintains a sound financial condition and the credit union's assets are protected by participating in the review and analysis of the credit union's financial statements.
- Ensure adequate internal controls are in place by approving a comprehensive, risk-based audit plan, overseeing internal and external audits, reviewing audit findings and recommendations, and monitoring the implementation and status of recommendations.
- Recommend to the Board policies and procedures that will insure proper operational checks and balances to protect the credit union assets.
- Ensure that the implementation of new technology, products and procedures comply with all regulatory requirements for safety and soundness.
- Engage an external auditing firm to complete the annual financial audit, define the scope of its duties, and review progress in attaining the prescribed goals and objectives. Conduct an annual assessment of the firm.
- Monitor and ensure Management is appropriately responding to Member complaints.
- Attend all regular and special committee meetings or sessions and actively participate in discussions and decision-making processes.
- Stay updated on industry trends, best practices, and regulatory changes related to Committee responsibilities, auditing and risk management. Participate in required training and educational opportunities to enhance skills and knowledge relevant to the Committee's functions.

#### **QUALIFICATIONS:**

**Minimum Requirements:** To be eligible and qualified to serve on the Committee, you must be a Vantage West primary Member whose membership is in good standing, must comply with all relevant aspects of the Credit Union's Bylaws and Governance Handbook, and must meet all of the following minimum requirements:

- **Minimum Age:** 18 years of age or over
- **Citizenship:** An American citizen or a person lawfully admitted to the United States for permanent residency who is ordinarily resident in the United States
- **Membership Status:** No membership in any credit union that has been terminated other than voluntarily.
- **Credit Standing:** No financial obligations with any institution, company, or agency extending credit that are or have been delinquent more than two consecutive monthly payments at any time during the past four years

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- **Bondability:** Must qualify for bonding
- **No Criminal Record:** No felony convictions or pending felony charges
- **Credit Union Employment:** Not a current employee of Vantage West, nor have been an employee of Vantage West in the previous five years if employed as the President/CEO
- **Outside Employment/Service:** Not employed by, or actively serving on any board or committee of, any other financial services provider that is a direct or indirect competitor of the credit union
- **Policy/Procedures:** Must become and remain familiar with and adhere to applicable Vantage West policies and procedures and comply with all aspects of the Bank Secrecy Act
- **Agreement to Serve:** Must fill out completely an application on a form(s) authorized by the Board of Directors
- **Conflict of Interest:** Is free of any real or perceived conflict of interest that may reasonably be expected to prevent the candidate from acting in the best interests of the credit union as a whole and independently of any particular interest arising as a result of any previous, existing, or future relationship with the credit union or its Membership, regulators, competitors or vendors/suppliers, including being an immediate family Member of any other Credit Union Director, Supervisory Committee Member, or employee as defined in the Credit Union's Bylaws

#### **Time Commitment:**

- The Committee must meet at least once quarterly to conduct Committee business and may meet more often as is necessary. For each scheduled meeting, Committee members are provided with a packet of materials which must be reviewed in advance of the meeting.
- The Committee may be asked to meet with the external auditors and/or with Regulatory examiners during those audit or exam periods.
- The Committee members are invited to all regular Board of Director meetings, occurring approximately every other month. Committee members alternate attendance assignments to those meetings.
- Committee members must complete periodic regulatory or credit union procedural training as requested. Per the Committee Charter, each member is required to attend at least one external conference or training event annually.

#### **Compensation:**

Committee members may be reasonably compensated for services rendered in their official capacity to the extent permitted by applicable law and in accordance with the written compensation policy established by the Board and approved by the Membership, as applicable. Additionally, Committee members may be eligible for reimbursement of reasonable expenses related to committee duties.