

CATHEDRAL CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

**SUPERVISORY COMMITTEE MEMBER
DUTIES AND RESPONSIBILITIES
POLICY**

Supervisory Committee Member Application Packet

CATHEDRAL CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Dear Applicant:

Thank you for your interest in becoming a volunteer member of the Supervisory Committee of the Cathedral Credit Union.

Attached are the following:

- Duties and Responsibilities of a member of the Supervisory Committee
- Application to Serve as a Supervisory Committee Member
- Areas of Expertise / Experience Assessment
- Sample Candidate Statement
- Disclosure and Agreement

Any Credit Union member, 18 years or older in good standing and a member for at least six (6) months may seek election to open positions on the Supervisory Committee via one of the following methods:

By submitting the enclosed “Application to Serve as a Supervisory Committee Member” to the Nominating Committee in response to a Notice of Vacancy posted on the Society’s Notice Boards.

The Credit Union’s Nominating Committee will review all applications and contact candidates for an interview before completing the nomination process. Please understand that the application process does not guarantee the applicant’s nomination.

The final decision with reference to a recommendation to serve rests with the Nominating Committee.

All forms are to be returned to the Credit Union by 31st January of each year.

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The Supervisory Committee reports to the membership. It consists of three (3) members who shall serve no more than three (3) consecutive terms but shall be eligible for re-election after the lapse of one (1) term. Committee members choose a Chairman and Secretary at their first meeting after each annual general meeting. Two (2) members constitute a quorum. The committee's principal objectives are to perform the annual audit, member account verification, and periodic internal audits of operational areas throughout the year. The technical nature of the supervisory committee requires its elected members to have "hands-on" experience in accounting and auditing. Therefore, each prospective committee member must fully understand the duties and responsibilities necessary so that expectations are clear.

Notwithstanding the accounting/auditing function, the Supervisory Committee protects and safeguards members' assets; ensures that records are maintained properly, honestly, and accurately; ensures that policies are established according to law and carried out faithfully; confirms that proper internal controls are in place and ensures that members receive the best possible service.

Supervisory Committee Duties and Responsibilities

These duties and responsibilities should be reviewed by prospective supervisory committee members and no less than annually by the entire committee at the meeting immediately following the Annual General Meeting and the review so noted in the Committee minutes. The duties and responsibilities of the Committee include:

- Performs the annual audit of the financial records and books of the credit union.
- Performs internal monthly audits of different operational areas to evaluate the books and records for accuracy; the assets for security; and the procedures for the proper handling and use of funds and make accounting and procedural recommendations regarding internal controls.

Internal audits should, at a minimum, include the following:

Physical cash and negotiable item counts; review of investments; bank account reconciliation; random sample and review of outstanding loans and loans granted in the past 6 months; review of loans on the delinquent loan list; compliance with policies and procedures; determination that general ledger accounts balance with their subsidiary ledgers; verification of opened and closed accounts; members' insurance payments; review of employee savings, shares, and loan accounts; year-end / periodic cash counts; and a review of internal control reports;

- Reviews investment practice vs. policy.
- Reviews Policies and Procedures.
- Review Minutes of all Board and Credit Committee meetings.
- Reviews monthly financial statements included in Board packages.
- Evaluate new policies and changes to existing policies in terms of their effects on the quality of service to members and the overall safety of funds. Interact with personnel to determine the effectiveness of operating policies. The Committee can make recommendations to the Board for changes to policy to improve the credit union's efficiency and service.

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- Randomly reviews loans with special attention to large loans, Board and Committee members, and staff loans.
- Presents all internal audit findings and the annual audit report to the Board at their regular monthly meetings. All information should be presented in writing and retained with the Board minutes.
- Performs a 100% verification of the member deposit, share, and loan accounts with the records. A record should be maintained of this verification and the results reported to the Board and Annual General Meeting.
- Follow up on all recommendations made during the external audits, periodic internal audits, and regulatory exams and ensure they have been implemented.
- Ensures that the credit union complies with the law, regulations, bye-laws, Annual General Meeting resolutions, and established policies.
- Presents the internal audit report and the findings at the Annual General Meetings.
- Remain current on all personal credit obligations with the credit union.
- Receives and investigates any complaint or appeal by members concerning the operations of the credit union.
- Evaluate the performance of Credit Union Officials.
- Ensures compliance and cooperate with Regulatory Agencies - Co-operative Division, Financial Intelligence Unit (FIU), etc.; and
- Maintain records of all actions taken by the Supervisory Committee.

Minimum Eligibility Requirements

- Must be a member in good standing.
- Must be at least 18 years of age.
- Must be a member of Cathedral Credit Union for six (6) months.
- Have no criminal record, no felony convictions or pending felony charges.
- Never had a judgment issued against you in a civil action based upon grounds of fraud, deceit, or misrepresentation.
- Never caused this credit union to suffer a financial loss and have no financial obligations to any institution or company extending credit which is or has been delinquent more than three (3) consecutive monthly payments at any time during the past five years.
- Never been removed from office by any regulatory agency while acting as an officer, employee, consultant, or representative of any financial institution.
- Never been personally subject to an operating directive for cause while serving as an officer, director, or senior executive of any financial institution.
- Be free of any real or perceived conflict of interest that might reasonably be expected to prevent you from acting in the best interests of the credit union.
- Authorize and give approval to obtain a Certificate of Good Character, credit check and employment information; and

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- Complete an Application, Areas of Expertise/Experience Assessment, and a Disclosure Agreement and submit them to the Nomination Committee in response to a Notice of Vacancy posted on the Society's Notice Boards.

Educational Requirements

- Experience in accounting, finance, and/or auditing.
- Experience in performing external and internal audits.
- Capable of reading and interpreting financial statements.
- Able to understand and comply with all laws governing the credit union.
- Knowledgeable of all credit union policies and procedures.
- Capable of investigating and resolving any membership complaints or comments made by staff or any other individuals regarding mismanagement and/or fraud.
- Able to commit enough time to successfully complete all the job duties and responsibilities.
- Some working knowledge of the Microsoft Suite, Word, Excel, PowerPoint, and Teams; and
- Can work as part of a team.

Required Meetings

- The members of the Supervisory Committee shall keep themselves fully informed as to the financial condition of the Society. Consequently, the Committee shall arrange the frequency of meetings in keeping with its duties and responsibilities. If more than two meetings are missed by any member, the Chairman will contact the committee member to discuss absenteeism. If three (3) consecutive meetings are missed without notice the committee member would be deemed to abscond his/her responsibilities and as such his/her position will be considered vacant.
- Annual General Meeting of the membership when held; and
- Other assigned committee meetings generally held in the Society's Committee Room.

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Personal Liability

Cathedral Credit Union Co-operative Society Limited carries Directors' and Officers' Liability Insurance. This policy protects the directors, volunteers and employees from liability arising out of their duties performed for the Credit Union.

The following clause is expected to be reviewed and signed annually by each member of the Committee:

I understand that all loans I receive from the Credit Union must be approved by a joint meeting of the Board, of Credit and Supervisory Committees. I have read and understood the Supervisory Committee Duties and Responsibilities Policy. I agree to be bound to all requirements applicable to my duties as a Committee Member. If during my term of office, I find that I cannot devote sufficient time and contribution to the Society's business and fully comply with the outlined duties and requirements, I will resign.

Supervisory Committee

Date

Nomination Committee Chairman

Date

APPLICATION TO SERVE AS A SUPERVISORY COMMITTEE MEMBER

Biographical Data

Name: _____

Address: _____

Mailing Address (if different from above): _____

Account #: _____ Date Joined _____ Years: _____

1. ID/PP/DP No.: _____ Expiry Date: _____

2. ID/PP/DP No.: _____ Expiry Date: _____

Home Phone: _____ Cell Phone: _____

Personal E-mail Address: _____

Employment Data

Current Employer: _____

Current Position: _____

Address: _____

Work Phone: _____ Work E-mail Address: _____

Previous Employers Information and Reason for Leaving: *Please include this information on the resume that you submit.*

Educational Background and Field of Study: Please include this information on the resume that you submit.

Why do you wish to serve on the Committee?

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Community Service

Do you now or have you ever held a position with any other credit union? Yes No

If yes, please complete the following:

Credit Union Name _____

Position _____ Dates _____

Description of duties, responsibilities, or experience: _____

With any other financial institution: Yes No

If yes, please complete the following:

Institution Name _____

Position _____ Dates _____

Description of duties, responsibilities, or experience: _____

Reference Name _____ Position _____

Phone _____

Any other experience you would like to share: (E.g.: Church treasurer, member of org. etc.)

Please return the completed Areas of Expertise/Experience Assessment, Skill/Capability Assessment, Disclosure & Agreement, and this Supervisory Committee Member Application Form, along with your resume, biography, and a recent photograph 5.3 cm x 4.3cm (Passport sized) in response to a Notice of Vacancy posted on the Society's Notice Boards.

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Candidate Statement

Candidate statements will be used to communicate qualifications and reasons for candidacy to the membership of Cathedral Credit Union as part of our election process during the annual general meeting. *A sample statement has been included in this packet for your reference, see below.*

Certification

I certify that the information in this application is true and correct and I authorize you to investigate and verify any of the information. I authorize you to gather whatever employment information you consider necessary and appropriate. I authorize you to perform a consumer credit report from a reputable credit reporting agency and any background check you consider necessary and appropriate. I understand that you will retain this application whether or not I qualify for nomination, with the understanding that it will be held in the strictest confidence.

Candidate Signature _____ Date _____

Nominated By _____ Signature _____

Nominee Acct. # _____ Date _____

Address _____

Nominee Phone Contact _____

Sample Candidate Statement

John Doe is currently an employee at Bay View Society, where he has been the HR Assistant for the past 5 years. John received his Bachelor’s Degree in Human Resources from Highway University. In his spare time, he has volunteered for both Habitat for Humanity and The Salvation Army and enjoys fishing. He feels his involvement in the community and his work experience would be advantageous as a Member of the Supervisory Committee at Cathedral Credit Union.

AREAS OF EXPERTISE / EXPERIENCE ASSESSMENT

Cathedral Credit Union expects that each Committee Member will bring to the Committee a certain level of knowledge and experience, demonstrate certain attributes, and adhere to certain principles. The following questions will help you to assess the extent to which you meet these expectations.

Name: _____

Please indicate your area(s) of expertise/experience by indicating E (expert), V (very competent), K (knowledgeable) and NA (Not Applicable) next to the applicable items within the following list. See below for definitions of E, V, K and NA.

Areas of Expertise/Experience	Ratings
Credit Union Management, Officer, or Director	
Other Executive Experience in a Business Environment	
Other Board Experience	
Self-Employment	
Financial Management & Control (budgeting, accounting)	
Strategic Planning Experience	
Regulatory Environment Expertise (Policy)	
Information Technology Planning and Implementation Experience	
Legal Expertise	
Communication & Public Speaking	
Writing & Journalism	
Marketing and advertising	
Other areas of expertise/experience	

Notes: _____

Definitions

Expert: You possess a degree/diploma/certificate in a skill area and/or have work experience in that same area.

Very Competent: You have direct, successful experience in an area as part of your work or volunteer activities.

Knowledgeable: You possess knowledge of the fundamentals and concepts that are encountered in this skill area.

Not Applicable: The area of expertise/experience does not apply to you.

Please explain above by providing details for your ratings. Attach a separate sheet, if necessary.

DISCLOSURES AND AGREEMENT

It is important that potential candidates understand that there is a risk of liability associated with acting as a credit union officer or director. The risk also involves a potential personal liability that could include recovery from the directors themselves (personally) rather than or in addition to the liability of the credit union.

The application information is confidential and will stay at Cathedral Credit Union. If you request, the credit union will tell you the name and address of any credit bureau from which it received a credit report on you.

If you are selected as a candidate, you may be required to attend a formal interview with the Nomination Committee.

Each Committee Member is expected to prepare for and attend regular scheduled meetings and the annual membership meeting. In addition, planning sessions or other credit union events may require attendance.

Non-adherence to the Supervisory and Nomination Committee Information may result in a candidate's disqualification.

Non-adherence to the Policies and Procedures of Cathedral Credit Union may result in a committee member's removal.

It is the intent of Cathedral Credit Union to do a background check on all potential candidates. By signing the disclosure below, you give your consent to providing a Certificate of Good Character as well as approval for the Nomination Committee to obtain employment information and credit reports in connection with this application and review.

Please review and complete the following:

I affirm that I have read and reviewed the Cathedral Credit Union Nomination Committee Information and Supervisory Committee Member Application Packet. I do meet the qualifications required. I have completed the Application, Areas of Expertise/Experience Assessment, Skill/Capability Assessment, and understand the above Disclosures and Agreement. I do consent and give my authorization for you to obtain employment information, background check and credit reports for your review and consideration in determining my qualifications for candidacy on the Supervisory Committee at Cathedral Credit Union.

My signature below verifies my understanding and acceptance of these statements.

Name (please print): _____

Signature: _____ Date: _____