

SUMMARY OF ROLE & FUNCTION

POSITION:

MEMBER BOARD OF DIRECTORS

As a member of the Board of Directors, you are charged with the powers/responsibility of administering the business of the Credit Union. During your term in office, you are expected to perform in a fair and principled manner in accordance with the existing Bye-Laws ensuring the Strategic Framework/Objectives of the Credit Union are realised. Any actions contrary to the Act, the Regulations/Bye-laws or rules resulting in losses suffered by the Credit Union and its membership, you can be held responsible.

KEY DUTIES AND RESPONSIBILITIES:

1. Appoint and determine the terms and conditions of employment of the General Manager and employees of the Society.
2. Ability to suspend/terminate the General Manager and employees of the Society.
3. Authorise expenditure and ensure all accounts are accurately kept.
4. Prepare Statement of Account and Balance Sheet at the close of the financial year.
5. Establish a Business Plan for the next twelve (12) months to fulfil the Strategic Framework of the Society.
6. Represent the Society at other Society Meetings.
7. Review the Bye-Laws annually and if changes are necessary, propose amendments at the Annual General Meeting of the Society or convene a Special General Meeting.
8. Ability to enter into contracts on behalf of the Society.
9. Recommend the rate of Dividends and rebate of interest to be paid to members as well as determine interest earned on all savings and deposit accounts and rate of interest on loans.
10. Formulate policies and procedures.
11. Communicate proper Notice of meetings and timely distribution of agendas.

KNOWLEDGE SKILLS AND ABILITIES:

KNOWLEDGE	<ol style="list-style-type: none">1. Knowledge of the Credit Union Philosophy.2. Knowledge of the Cooperative Society's Act Chap 81:03.3. Knowledge of the Works Credit Union Bye Laws.4. Knowledge of Strategic Human Resource Management.5. Knowledge and experience in Financial Management/Administration.6. Knowledge in Procurement and Contract Agreements.
SKILLS AND ABILITIES	<ol style="list-style-type: none">1. Excellent Communication and interpersonal skills.2. Strong Leadership.3. Ability to prepare or cause to be prepared Financial Statements.4. Ability to analyse, interpret and evaluate financial data.5. Ability to develop Reports.6. Ability to develop and implement Marketing Strategies.7. Ability to research and draft Bye laws.

BACKGROUND AND EXPERIENCE:

Credentials in Cooperative Studies, Credit Union Training, Business Management, Human Resource Management, Marketing, Accounting and Audit, Compliance, Law, Industrial Relations, Project Management and Procurement, Risk Management, Financial Services and Credit Administration will be considered an asset.

*Successful applicants will be required to attend mandatory, developmental, and/or revised Training sessions provided by the society.