

SUMMARY OF ROLE & FUNCTION

POSITION: MEMBER CREDIT COMMITTEE

As a member of the Credit Committee, you are to meet at least once per week to evaluate, review, authorise and approve loan applications for all eligible applicants as well as possess the required capacity to decline unsuitable applications without fear or favour in a timely manner.

KEY DUTIES AND RESPONSIBILITIES:

1. Verify that applicants have the relevant associated documents for the loan process.
2. Reviews the Society's Statutory Obligations and Lending Criteria to ensure that loan requests satisfactorily meets the guidelines stated therein.
3. Critically examine and analyse financial data and determine applicant's ability to repay.
4. Approve/Deny loan applications without 'fear or favour' in accordance with the Society's existing Loan Policy.
5. Review credit on mature and past-due loans and initiate collection efforts
6. Educate members on wise financial decisions and the use of credit.
7. Determine Terms and Conditions for loan repayment.

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 the Society's Statutory Obligations and Lending Policy.5. Knowledge and experience in Financial Accounting/Banking.6. Knowledge of the associated information that accompanies a loan application.
SKILLS AND ABILITIES	<ol style="list-style-type: none">1. Excellent Communication skills.2. Ability to identify applications with the highest probability of repayment.3. Ability to analyse, interpret and evaluate financial data.4. Ability to determine potential risks in relation to the loan request.

	5. Ability to evaluate and determine the Society's risk if there is an adverse change in market conditions.
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BACKGROUND AND EXPERIENCE:

Credentials in Cooperative Studies, Credit Union Training, Business Management, Accounting, Law, Project Management and Procurement, Risk Management, Compliance, 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.