

SUMMARY OF ROLE & FUNCTION

POSITION:

MEMBER SUPERVISORY COMMITTEE

As a member of the Supervisory Committee, you are the ‘Watchdogs’ with the responsibility of protecting and safeguarding the assets of all members through member account verification and periodic as well as annual audits, ensuring that the Board of Directors are acting in a moral and ethical manner. You have the authority to suspend and reinstate any Board or Committee member who is deemed to have acted contrary. You must be able to make a decision/s without fear or favour always ensuring the Society is financially stable with a vibrant leadership.

KEY DUTIES AND RESPONSIBILITIES:

1. Execute audits of the Society’s accounts twice per year and submit a report at a convened Special General Meeting or at the Annual General Meeting.
2. Certify monthly financial statements prepared by the General Manager of the Society as well as the Balance Sheet to be submitted to the Commissioner.
3. Ensures policies are established and duly carried out according to law
4. Reviews practice vs policy and procedures.
5. Authority to suspend any Board or Committee member(s) who is/are deemed to have acted inappropriately and to reinstate accordingly at a convened Special General Meeting within thirty (30) days.
6. Ensures Members receive the best possible service

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 how to read and interpret Financial Statements5. Knowledge and experience in Financial Accounting/Banking6. Knowledge of the Regulatory environment in which the Society operates
SKILLS AND ABILITIES	<ol style="list-style-type: none">1. Ability to ask probing questions.2. Ability to recognize key risks factors.3. Ability to exercise good judgement.4. Ability to assess the implications of Financial Statements.5. Ability to articulate his/her views frankly.6. Ability to effectively handle difficult personnel issues.

	7. Ability to make accounting and procedural recommendations regarding internal controls.
--	---

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.