

OnPoint Community Credit Union

SUPERVISOR POSITION DESCRIPTION

March 2022

Position Summary

A Supervisor is a member of the Supervisory Committee (Committee) and is actively involved, within the context of the organization's policy governance model, in assessing the adequacy of internal controls, the integrity of financial reporting, the selection and performance of the Credit Union's external independent auditor, and compliance with the legal and regulatory requirements of the State of Oregon and other regulatory agencies that have authority over OnPoint's business activities.

Requirements

- Commitment to the mission and vision of OnPoint.
- Annual completion of all assigned Regulatory Compliance training modules.
- Within the first two years of Committee membership, completion of both the CUNA Center for Professional Development (CPD) Supervisory Committee courses and the Credit Union Fundamentals modules, listed below. During the third year, completion of six additional CUNA CPD modules in areas directly related to the work of the Committee.

Supervisory Committee courses:

1. TR1232 Supervisory Committee: Duties and Responsibilities
2. TR2009 Annual Audit and Examination Reports
3. TR2032 Audit Requirements for Credit Unions
4. TR1165 Internal Controls – A Practical Matter
5. TR1168 Overseeing the Annual Audit
6. TR1159 The Supervisory Committee's Role in Finding Fraud

Credit Union Fundamentals courses:

1. TR2003 History of the Cooperative Movement
2. TR2022 Board of Directors: Structure of the Board & Major Board Responsibilities
3. TR2025 Board Policies
4. TR1172 How to Think About Strategic Planning

- Ongoing professional development to remain current on regulations, compliance, and Committee best practices.
- Willing and able to fulfill duties of the Committee as described in the Supervisory Committee Charter.
- Advance preparation for, and attendance at, all scheduled Committee meetings.
- Active and meaningful participation in Committee meetings (typically four meetings per year) and related Committee activities (e.g. OnPoint's annual meeting, meetings with independent auditors, etc.).
- Maintain the confidentiality of all credit union data/affairs/issues/matters.
- Support Committee decisions by speaking with one voice through the Committee Chair.

Experience/Education

- Bachelor's degree, with 1) a CPA certificate or 2) experience pertinent to the oversight responsibilities of the Supervisory Committee, preferably in financial services.
- Member in good standing of OnPoint preferably for at least twelve months.
- Understanding of the cooperative credit union philosophy.
- Proven leader who is willing to share opinions to accomplish Committee responsibilities.
- Proven ability to understand financial performance measurements.
- Strong written, verbal, and computational skills.
- Familiarity with both the internal and external audit roles within a financial institution.

Other

- At least one member of the Committee must qualify as a "Financial Expert" as defined by the Securities and Exchange Commission (SEC).
- Supervisory Committee members are appointed by the OnPoint Board of Directors for three-year terms. Appointment and reappointment are at the sole discretion of the Board of Directors. However, a Committee member who has served four (4) consecutive or nonconsecutive terms on the Committee may not be appointed for another term.