

Application for Nomination

Supervisory Committee



DUTIES AND RESPONSIBILITIES OF THE SUPERVISORY COMMITTEE

In applying for the position of a Supervisory Committee member of Heritage Valley Federal Credit Union (HVFCU), you are committing to participation in an oversight committee which is appointed annual by the HVFCU Board of Directors. This committee is made up of 3 or 5 members who desire to ensure that the records of the Credit Union are maintained properly, honestly and accurately. You agree to fulfill all of the obligations contained below to the best of your abilities and will immediately resign your position should you be unable to fulfill the duties and responsibilities of the position.

The term of your appointment is for one year, beginning after the Credit Union's annual meeting and ending at the next annual meeting, unless reappointed by the Board of Directors for another term. HVFCU's annual meetings take place in April of each year.

Obligations:

- Hiring of an accounting firm to conduct an annual audit of HVFCU's books
- Verification of members' accounts
- Report findings to the Board of Directors

Specific Duties:

- Attendance at regularly scheduled meetings; usually one per month
- Review the minutes of Board meetings
- Surprise cash counts
- Random review of loan files
- Evaluation of security systems
- Verification of bank reconcilements
- Review Credit Union operation
- Ensure adherence to approved policies
- Handle member complaints and questions

ELIGIBILITY REQUIREMENTS:

1. Minimum age is 18 years and a member in good standing
2. Regular attendance at scheduled monthly meetings
3. Not employed by HVFCU or related to any employee of HVFCU

APPLICATION PROCESS:

1. Complete, print and sign the following application.
2. All the above materials can be dropped off or mailed to: Heritage Valley FCU, Attn: Nominating Committee Chairman, 2400 Pleasant Valley Rd, PO Box 3617, York, PA 17402.
3. If you have any questions regarding the position, please contact the Credit Union at 717-840-4981.

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Please answer all questions:

Name (Last, First, Middle Initial)

Primary Phone

Fax Number

Email Address

Work Phone

Employer

Position/Title

Department

Do you have a relative(s) that works for the credit union? Yes No
If yes, unfortunately you are ineligible to apply.

List any credit union committees (please include dates) you have served on, Heritage Valley or other:

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List any other experience (please include dates) related to the financial/banking industry:

List all other community service or charitable organizations you have been involved with. Please include length of service and any offices or positions held with such organization.

COMMITMENT TO HOLD OFFICE:

By signing below,

- I certify that I have read and meet the above "ELIGIBILITY REQUIREMENTS".
- I certify that I have read the attached "DUTIES AND RESPONSIBILITIES OF THE SUPERVISORY COMMITTEE" and understand that this is a non-paying, volunteer position.
- I pledge that if elected, I will carry out the responsibilities of a committee member to the best of my abilities and work for the betterment of Heritage Valley Federal Credit Union.

Signature: _____ Date: _____

Address:

Daytime Phone Number: