

Interested in becoming a Volunteer?

If you are a Diablo Valley FCU (DVFCU) member who enjoys our products, services and rates and would like to take an active role in auditing, review and compliance, you should consider becoming a volunteer on our Supervisory Committee. You will be among a handful of dedicated volunteers devoted to ensuring our members receive the best the Credit Union can offer.

DVFCU is interested in interviewing potential candidates to voluntarily serve as Supervisory Committee members. Training will be provided. Please see the list of qualifications and duties below.

If you are interested, please send a letter of interest to: DVFCU Supervisory Committee Recruitment, 1051 Detroit Avenue, Concord CA 94518, or e-mail us at info@diablovalleyfcu.org.

Diablo Valley Federal Credit Union Supervisory Committee Qualifications

April 2009

Desired Skills and Traits:

1. Credit union member in good standing for at least one year, and using the credit union's products and services to a reasonable degree (current and former employees are not eligible to serve until one year has elapsed since being actively employed)
2. Credit score comparable to "A" paper
3. Debt ratio appropriately reflected in above score
4. No criminal record or current indictment
5. Have a satisfactory reference check
6. Formal education and/or excellent practical life experience (including work history and community involvement)
7. Ability to understand and evaluate procedures
8. Ability to read and understand financial statements
9. Ability to evaluate board policy and methods by which policies are set
10. Ability to review audits and understand management's responses
11. Ability to understand and evaluate information regarding technology systems and security-related issues

Attendance:

1. Regularly attend Supervisory Committee meetings as scheduled (approximately 12 per year) unless excused.
2. Attendance at annual membership meetings, where annual written report is provided, is encouraged.

Duties:

1. Interface with outside auditors and regulators to ensure the credit union is in compliance with GAAP and Agreed Upon Procedures
2. Review loans made in during the review period, using the approved checklist
3. Review Bank and Corporate Credit Union Statement(s) for the applicable period, ensuring reconciliation to the General Ledger within the 90 days of the statement date
4. Review Bank Secrecy Log, ensuring proper filing of CTR and SAR reports
5. Perform random cash drawer checks
6. Review the internal credit union Visa card statement, ensuring proper use of funds by authorized cardholders

7. Review the "Paid Bills" record, to ensure proper use of credit union funds
8. Review the Vault Balance records
9. Review the Paid Ahead loan log
10. Review the New and Closed account log, sending welcome and verification letters as appropriate
11. Ensure Board meeting minutes and Treasurer's reports are signed
12. Review approved board policies and ensure compliance with applicable regulations and bylaws