

# **JOB DESCRIPTION**

## **Riverfork FCU CEO**

**FUNCTION:** The Chief Executive Officer (CEO) of Riverfork Federal Credit Union is delegated full responsibility and general control over the administration and operation of the business of the credit union and is accountable to the Board of Directors of the credit union.

**REPORTS TO:** Riverfork FCU Board of Directors.

**SUPERVISES:** All credit union staff.

**DUTIES:**

1. Direct all credit union operations, plan, recommend and implement programs and policies. Direct staff personnel and provide general administrative direction.
2. Maintain continuing appraisal of the general economic environment. Anticipate changes in the economy as they may affect money management. Develop and recommend to the Board and upon their approval, financial policies and procedures, commensurate with the situation in order to best utilize the assets of the credit union.
3. Maintain continuing appraisal of the Common Bond environment to accurately determine member psychology in order to develop the most productive marketing of credit union services to the membership.
4. Review completeness and ensure accuracy of all financial, statistical and accounting records of the credit union.
5. Set up necessary controls to assure that books of account, records and member accounts are maintained in accordance with prescribed credit union policy and procedures.
6. Ensure all obligations of the credit union are met such as payment of all taxes, maintenance of sufficient liability insurance for all risks which the credit union is subject to. All required reports of the supervisory agencies are currently and timely filed, compliance with state and federal labor laws, operating within legal rights granted by our chapter, State Credit Union Act, or Federal Credit Union Act, whichever is applicable.
7. Acting Loan Officers: approve/manage loans to which members constitute the largest portion of the credit union's assets in conjunction with the service and the Board of Directors and the Credit Committee. Specific goals in this area are consistent growth along with:
  - A. Provident and productive aid to members borrowing.
  - B. Good sound collectible loans.
  - C. Terms set to accommodate member's needs consistent with sound financial counseling.
  - D. Cross sell services of the credit union.

8. Prepare annual operating budget for Board approval. Develop cash budget and arrange loans and line of credit sufficient to meet cash needs well in advance of anticipated demand. Attend monthly Board meetings and have the financial, income and expense statements, and delinquent report prepared for discussion. Prepare ratio reports quarterly.
9. Implement the credit union investment policy in accordance with Board policy, safeguard funds and valuables in custody, maintain fiscal solvency of the credit union.
10. Plan, organize and staff the credit union to accomplish the objectives of the organization. Develop and maintain proper internal environment to assure maximum efficiency in implementing and maintaining credit union policies, and procedures and assuring effective member relations.
11. Hire, promote and discharge staff personnel. Ensure that appropriate salary structures are developed and maintained. Control salary structures in accordance with credit union salary policy.
12. Encourage self-development among employees through job training, seminars, workshops, chapter meetings, and institutes. Train employees to perform necessary "back up" on other positions.
13. Plan, organize and coordinate the affairs of the credit union's annual meeting, including preparations of report, promotion and advertising, and program entertainment, dinner, etc.
14. Participate in community affairs to contribute to the image of the credit union, i.e. Kiwanis, Sertoma, etc. Participate in credit union activities at the national, state and chapter level, such as the Dakota Credit Union Association Annual Meeting.
15. Ensure that credit union deposit is completed daily during each weekday.
16. Make necessary transfers from Settlement Account to regular bank checking account. Make necessary wires.
17. Ensure that delinquency letters are mailed, collection action is taken if necessary, and in cases of bankruptcy, that reaffirmation statements are presented to the member for signature.
18. Promote effective marketing programs, i.e. flyers, brochures, publish quarterly newsletter for membership, have special promotions for products/services such as the Pee Wee Penguin young savers club.
19. Oversee/coordinate with property management company on building issues.