

**Credit Union CEO Responsibilities**

**Administration:** Direction and management of credit union operations, services, systems and staff. Partnership with the Board and Supervisory Committee including planning and implementing programs, policies and procedures and risk management. Continually analysis of the credit union workflow to ensure efficient use of staff, systems, and facilities.

**Policies and Compliance:** Ensure policies and procedures are current and compliant with regulatory directives. Continuous review and development of policies and procedures for both regulatory compliance and efficiency.

**Systems:** Communication in relationship with vendors, including systems maintenance, upgrades, cybersecurity, and safety procedures. Negotiation of contracts and management/oversight of costs. Ensuring adequate office space and efficient usage.

**Personnel:** Supervision of credit union staff, including job performance of credit union staff, staff meetings, training and recruitment, conflict management and recommendations on salary/benefits packages.

**Lending:** Supervision of loan application process and loan approval. Oversight of delinquent accounts and defaults.

**Board Collaboration:** Attend and report at Board monthly, as well as ad hoc meetings. Working together on budget development that aligns with our strategic plan. Review investments with Board and provide recommendations; seek, apply for and secure grants to support the work of the credit union, as well as capital resources.

**Business Development:** Actively promote products and services of the credit union, including outreach programs to the community. Foster excellent customer service to achieve the goals of the credit union and build strong and positive relationships with members, churches, diocesan institutions, and trade associations. Help to bring the vision of a broader, more diverse, and more geographically wide credit union to fruition.

***The Episcopal Community Federal Credit Union is an Equal Opportunity Employer.***