



July 7, 2025

RE: Audit Committee Interest

Dear Rivermark Community Credit Union Member:

Thank you for your interest in serving as a member of the Rivermark Community Credit Union Audit Committee in 2025!

The amount of time each Audit Committee Member devotes to Credit Union work varies depending on leadership positions held, additional committee participation, current projects, and continuing education. Audit Committee Members are expected to actively and meaningfully participate in Committee meetings by preparing in advance for the meeting and regularly attending. The Committee meets bi-monthly, and meetings are currently scheduled during the third Tuesday afternoon in odd months. Meetings are typically held in person at the Oregon City headquarters; however, virtual connection options are also available.

In addition, Audit Committee members are expected to attend and actively participate in all meetings of the Audit Committee, other committee(s) to which they are appointed, planning sessions, and the annual membership meeting. In-person attendance is required for all Planning Sessions and the annual membership meeting, when there is an option provided for in-person attendance.

Attendance at monthly Board Meetings is optional. There are typically twelve board meetings per year, scheduled the third Wednesday evening of each month. Meetings are typically held in person at the Rivermark headquarters in Oregon City. Virtual connection options are available. A Board packet is distributed prior to the meeting for review. Board Committee work and meetings tend to be less predictable, so some flexibility in your schedule is required.

New Audit Committee Members are required to participate in an onboarding program, to help bring them up to speed on Rivermark's history, ideology and strategy, our operating environment, and their role as an Audit Committee Member.

## **APPLICATION PROCESS**

Audit Committee Members are appointed to their position by the Board of Directors. Committee Members serve three-year terms, and the terms are staggered so approximately one-third of the terms expire each year in conjunction with the annual meeting of members.

Applications are accepted year-round through the Credit Union's website, and the Board's Nominating Committee will review applications following the application deadline of September 30<sup>th</sup> each year.

**WITH US YOU CAN**



To be considered for the role of an Audit Committee Member, please complete the steps outlined below:

STEP 1: Review the reference materials included on the Credit Union's website (*Rivermark / Discover / Leadership / Interested in Serving as an Official*):

- ☐ Governance Overview & Position Descriptions
- ☐ Code of Ethics

STEP 2: Complete the online application, including attaching a resume detailing your education & employment history.

- **Application Deadline:** The online application must be submitted no later than **5:00 pm on Tuesday, September 30, 2025.**

Once your application is received, we will send you an authorization form via email, requesting your permission to procure a criminal background check; this will require your electronic signature.

### **NOMINATING COMMITTEE**

The Board's Nominating Committee will review applications following the application deadline of September 30<sup>th</sup>. The Committee will reach out to discuss your application and setup interview(s) as appropriate. If the Nominating Committee recommends you for appointment to serve on the Audit Committee, the Board will make committee appointments following the annual meeting of members in April.

### **IN CLOSING**

*Thank you.* As a member-owner of Rivermark, we are grateful you are considering leveraging your time, expertise, and unique lived experiences to make our financial cooperative stronger.

If you have questions regarding this process, please contact Lexie Sabagh at [lsabagh@rivermarkcu.org](mailto:lsabagh@rivermarkcu.org).

Sincerely,

**Jake Jensen**

Rivermark Community Credit Union | **Board of Directors & Nominating Committee Chair**