

STANDING COMMITTEE CHARTER

AUDIT COMMITTEE

The Audit Committee engages and oversees the independent audit of the Association's financial records.

ROLES AND RESPONSIBILITIES

The Committee Chairperson will be appointed in accordance with Association policies. The Chairperson will be a member of the Board of Directors, who possesses expertise in reading and understanding financial statements, and who is not an officer or employee of the Association.

The Committee will be composed of between two to four additional members from the Board of Directors, the general membership, or outside of the membership. Association officers and employees may not serve on the committee. Members of the committee should have a demonstrated knowledge of accounting, financial management, and audit.

Members of the committee may not be compensated for their service on the committee, except for expense reimbursement as may be approved through existing Association policy and procedures, nor should committee members have a financial interest in or any other conflict of interest with any entity doing business with the Association. Committee members are subject to Association policy on conflicts of interest.

SCOPE

Engage the independent auditor and manage the audit relationship. The Committee should ensure that the auditing firm has the requisite skills and experience to carry out the auditing function and that its performance is carefully reviewed. The Chair is delegated authority from the Board of Directors to execute the independent auditor's contract.

The Committee should meet with the auditor during the conduct of the audit, review and discuss the audit findings, and submit the independent auditor's management letter and the Committee's report to the Board of Directors. The Committee may meet with the auditor in executive session without staff present.

The Treasurer and the Chief Financial Officer will provide information, assistance and support to assist the Committee in accomplishing its tasks. This may include researching audit firms, obtaining proposals from firms, and analyzing the proposals.

Ensure the Staff understands the recommendations contained in the independent auditor's management letter, and has a plan for carrying them out.

Ensure all federal, state, and local reporting requirements are met.

SCHEDULE

Complete the annual audit and distribute the management letter and the Committee report to the Board of Directors no later than September 30.

Brief the Board of Directors on the audit findings at the next scheduled Board meeting following audit completion.