

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	Auditor -2
Functional Area	Audit Committee
Reports to	Treasurer
Salary	Volunteer Position
Employment Status	Active

2. POSITION OBJECTIVE

The role of the Audit Committee encompasses interviewing auditors, reviewing bids, recommending selection of an auditor to the board, receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations. For many organizations, the annual audit is the only time the organization's financial systems are reviewed by an independent outsider, and as a result, the auditor's report is an important mechanism for the board to obtain independent information about the organization's activities. On smaller boards, the functions of the Audit Committee are managed by the Finance Committee.

3. COMPETENCIES REQUIRED

Communication	The Audit members reports to the President. He/ She participate in Board meetings as a voting member.
Team work	The Audit Committee is the main team for all the audit members and the second team is the finance committee.
Self Management	The Audit members are accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws.

<p>Planning and organizing</p>	<p>The audit committee becomes an extension of the board to assure that proper financial management and document management is in place. Committee members mentor senior staff. Both the audit committee members and board members have the same "duty of care" (or fiduciary duty) benchmark to meet, which is to exercise the level of care "an ordinarily prudent person would exercise in a like position under similar circumstances."</p> <ul style="list-style-type: none"> • Understands financial statements, • Audits all paperwork and forms • Keeps a document protected list of all forms • Understand financial risks, • Understand the impact of business decisions on the financial statements, <p>Goal:</p> <ul style="list-style-type: none"> • Improved financial practices and reporting, • Better deterrents to fraud, and • Enhanced external and internal audit functions.
<p>Technology</p>	<p>The audit members may be the registered agent with respect to the laws of the jurisdiction of the person upon whom the legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.</p>
<p>Learning</p>	<ul style="list-style-type: none"> • Managing own learning

**4. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable:

Knowledge, Skills & Experience (Essential):

Knowledge, Skills & Experience (Desirable):

5. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY (CURRENT PRESIDENT ONLY)

ORGANIZATIONAL RELATIONSHIPS

Reports to: President

Manages: NA

Internal Contacts: Board Members

External Contacts:

ORGANIZATIONAL AUTHORITY

Decisions made in the position:

Decisions referred:

7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with board member policies and procedures for risk identification, risk assessment, and risk control
- Active participation in activities associated with the organization

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.

Board Member:

President:

Signature:

Signature:

Date Issued:

