

**JOB DESCRIPTION
AUDIT**

General Description:

The Audit Committee is responsible for conducting the audit of the Chapter's financial statements using an outside individual. They report the findings to the Board at the conclusion of the audit.

Term:

One Year

Time Commitment:

6 hours/year average or 2 hours/month average (mainly from June-August)

Goals, Objectives, and Responsibilities:

- Plan and organize the audit of the Chapter's financial statements to be completed prior to August 1st.
- Identify a volunteer to conduct the annual audit.
- Work with the Chapter's Treasurer and auditor in order to ensure that the auditor has the information needed to conduct a thorough audit.
- Work with the Treasurer to ensure that the audit and necessary paperwork has been filed with National.
- Keep a scanned archive of the audit on the MT HFMA Google Drive.
- Report to the Chapter Officers any findings of the audit in order to address them in a timely manner.
- Present the annual audit to the full Board at the October Board meeting.
- Archive, and maintain, a scanned copy of the annual audit on the Chapter's website for 7 (seven) years.