

## **Position Description: Regional Council Auditing Committee Members**

The Regional Council Auditing Committee is comprised of an Audit Chair and 2 other Regional Council members none of whom may hold any other position within the Regional Council. They are elected every two years at the Regional Council Annual Meeting for a two-year term. Their function is to review the books/ledgers/records of key members of the Regional Council Executive (Treasurer, Secretary, and Membership Chair) and opine on the effectiveness of the Regional Council's work. They report their findings to the Regional Council membership at the Regional Council Annual Meeting. This should be done at least two weeks prior to the Annual Meeting.

### **Core Responsibilities**

1. Review Treasurer's books:
  - Treasurer's ledger showing all expenses and all income for the reporting year
  - Receipt book
  - Regional Council checkbook
  - Regional Council savings account
  - Bank statements
  - Record of RC dues payments
  - The audit should ensure that each expense is clearly entered into the ledger and that there is a receipt for each expense that was paid out. All income should be individually entered.
2. Review Secretary's books
  - Ensure all minutes have been duly recorded and all decisions properly recorded. Each recorded meeting should also contain a list of attendees. The secretary's book should also contain copies of all incoming and outgoing correspondence.
3. Review Membership Chair's books
  - Ensure there is an up-to-date list of the names and contact information of all Regional Council members as well as contact information of all Branch Membership Chairs. Ensure the RC Membership Chair maintains annual totals of all Branch members in the Region including the number who joined and those who left (death, resignation, moved out of region).
4. The RC Audit Chair provides a written report of findings signed by each member of the RC Audit committee and presents it at the Regional Council Annual Meeting.