



Audit Chair

Section Volunteer Position Description

General Description

The Audit Chair coordinates and manages the audit of section financial information as determined by Society policies and procedures.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as it relates to auditing responsibilities.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for auditing responsibilities.
- Work with section treasurer to audit section books on a quarterly basis.
- Work with section treasurer to audit section books at the end of the fiscal year, including financial records and accounts, receipts and disbursements, etc.
- Recommend necessary improvements to internal control elements.
- Assist with preparation of budget estimates for the next fiscal year.
- Request required materials from the Section Chair or Treasurer and reconcile records.
- In **July** coordinate audit of the records with the Section Treasurer. The financial reports are due to headquarters by August 15. (The new Audit Chair coordinates the audit of the previous fiscal year.)
- From **March to May** begin mentoring and working with the incoming Auditing Chair.
- Attend SLC and general membership meetings.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member affiliated with the Section.
- Preferably will have been a participant in section committee activities.
- Basic understanding of budgeting and accounting principles.

Time Commitment

Approximately 2 – 3 hours per month (outside of section and executive committee meetings).

Resources

The following resources can be found in the Section Volunteer Community at <http://asqgroups.asq.org/sectionvolunteercommunity>

- Financial Management information

The following resources can be found on www.asq.org. Sign in as a member.

- Society Bylaws
- Society Policies and Procedures
 - F6: Financial Reporting by Society Units
 - S4: (Section)Treasurer & Auditing Committee Guidelines