



# Section Audit Chair

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### 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.
- Only basic understanding of budgeting and accounting principles.

### Time Commitment

Approximately two to three hours per month (outside of section and executive committee meetings).