

**Audit Committee Chair**  
Appalachian Chapter of Central Pennsylvania  
Healthcare Financial Management Association  
*Updated: January, 2003*



**BOARD LIAISON** – President

**GENERAL DESCRIPTION**

The function of the Audit Committee is to arrange for an external audit of the Chapter's books and records at the end of the fiscal year and to conduct interim audits at the Board's request. To provide for continuity between years, Audit Committee members will be Audit Committee Chair from the previous year and both the current and immediate past Treasurers.

**DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR**

**GENERAL**

1. Preside over Committee meetings.
2. Assist in recruitment of members for Committee.
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
4. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
5. Assist in transition of new Chair as necessary.
6. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
7. Provide information related to Committee activities to the newsletter.
8. Attend Board meetings and Chapter educational events as often as possible.

**SPECIFIC**

1. Annually provide Board with audit report by November 30, or Fall Retreat.
2. Provide management letter detailing recommendations for enhanced financial controls and effective Chapter financial operations.
3. Perform other audits as directed by Board.
4. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

**TERM**            One Year