

## **Audit Committee Charter**

### **I. Purpose**

The Audit Committee (hereafter "Committee") shall provide oversight to the Secretariat in resolving an annual financial audit or review.

### **II. Composition**

The Committee will include 3 to 4 members, preferably former Councilors. Each member will have a three-year term, with the terms of the different members staggered to ensure institutional memory. In addition, the Treasurer will serve as an ex-officio member of the Committee. Decisions will be made by majority vote.

### **III. Duties**

The Committee shall have the following duties:

- A. Shortly before the Secretariat initiates the annual auditing or review process, review with them the plan and schedule the process.
- B. Review with the Secretariat any comments the auditors issue at the culmination of the audit or review, and work with the Secretariat to discuss and appropriately respond to comments received.
- C. Report to Council the nature of comments received and response of the Secretariat to those comments
- D. Other activities as directed by the Council.