



COFAS Job Descriptions:

Audit Committee

From the COFAS Bylaws:

5. Funds of the Organization

5.4 *There shall be an Audit Committee comprised of no fewer than 2 members elected at the Annual General Meeting. The Audit Committee shall conduct a review of the books and accounts of the Organization on, at least, an annual basis. On or before October 31, the Committee shall review the fiscal year just completed. If the Audit Committee reports that it was unable to review the financial records or that it does not have confidence in those records, the Executive shall either:*

5.4.1 have the books checked and audited by a professional accounting firm or some equally qualified party, or

5.4.2 request that the Audit Committee conduct a second review following additional directions from the Executive Committee to the Committee and the Treasurer.

The Audit Committee shall:

- perform the duties as outlined in the Bylaws;
- prepare a report after its review of the books and accounts of the Organization;
- present this report to the membership at its annual business meeting; and
- answer any member questions at the annual business meeting.