



Audit Chair

Section Volunteer Position Description

General Description

The Audit Chair coordinates and manages the auditing function based on ASQ section requirements, as determined by Society policies and procedures.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to auditing responsibilities.
- Communicate/report to the Section Executive Committee 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 and reconcile records.
- In **July** coordinate an audit of the records with the Section Treasurer. The financial reports are due to HQ 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 section executive and general membership meetings.
- Uphold ASQ and section bylaws and policies & procedures.

Qualifications

- Must be an active ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Basic understanding of budgeting and accounting principles.
- Person should be bondable.

Time Commitment

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

Related Documents

- Policy S-4 – Section Treasurer and Auditing Committee Guidelines
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/S-4-Section%20Treasurer%20and%20Auditing.DOC>

- Financial Management information
<http://asqgroups.asq.org/SectionVolunteerCommunity/Financial/Forms/AllItems.htm>
- Section Minimum Requirements
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm>