

# Volunteer Position Description: Audit Committee Member



**Purpose:** The Audit Committee is responsible for providing oversight of the audit process, the integrity of financial statements, adequacies of internal controls, and the performance and qualifications of KDP's independent auditor. The committee also ensures compliance with legal and regulatory requirements.

**Reports to:** Executive Council

**Length of Commitment:** 2 years (July 1, 2018 through June 30, 2020)

**Meetings:** 3-4 conference calls usually between May and September, in connection with the annual audit.

**Expectations:** To participate in conference calls and complete tasks as assigned.  
*Note: If a committee member does not participate in three (3) consecutive meetings without chair notification, the committee member may be subject to dismissal from the committee.*

## Desired Qualifications and Attributes:

- Active KDP member
- Experience in financial management
- Knowledge of audit process

## Key Responsibilities:

- Initial meet/conference call with the auditors (starting May 2018)
- Meet with the auditors to review the annual audit and management letter
- Work with HQ staff to establish any necessary action items related to the management letter
- Prepare an audit report for the Executive Council following the annual audit by the independent auditor.

**Contact the Staff Liaison only if you have specific questions about the position.**

**Staff Liaison:** Patti Bontempo, Director of Finance

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