 Audit ReviewCommittee *Member Position Description*

Title: ACTE Audit Review Committee Member

Duration: Members serve for a three-year period and may serve up to two terms. The Chair serves one three-year term, but may be re-appointed to a second term if it is deemed to be in the best interests of the committee.

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Audit Review Committee does notmeet in person at ACTE’s CareerTech VISION. The Chair is required to attend ACTE’s CareerTech VISION to present the Audit Committee Report.

Impact of Work:Committee members are primarily responsible for ensuring the Association’s financial statements and disclosures are validated and to evaluate the Association's accounting procedures and to oversee ACTE’s financial reporting, internal control and audit processes. Committee members will also assist in facilitating and/or providing input on other committee objectives. For more information on the committee mission and objectives, view the Committee Charter [here.](https://www.acteonline.org/general.aspx?id=2562#.VBiesPldU9w)

Commitment: Serving on this committee requires a fairly moderate time commitment (roughly 3-5 hours throughout the year).

### Roles and Responsibilities:

*As a Committee Member:*

* Read and respond to committee emails
* Review any materials provided in advance of calls/meetings
* Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
* The Chair will provide an Audit Committee report during the Assembly of Delegates at ACTE’s CareerTech VISION.

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. Financial experience is required.

Training/Orientation:There is no training provided, but committee members can consult the Committee Handbook for more information [here](https://www.acteonline.org/uploadedFiles/Assets_and_Documents/Global/files/ACTE_Leadership/2014%20Committee%20Task%20Force%20Handbook%207_29_14.docx).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here.](https://www.acteonline.org/general.aspx?id=2562#.VBiesPldU9w)