

Audit Committee Public Members

XYZ is requesting applications from members of the public to fill two (2) positions on the school authority Audit Committee as public members.

The school authority Audit Committee is comprised of #of trustees and two members of the public – one from the business community and one from the adult learning community. The Committee will be responsible for recommending external auditors to the Board, reviewing the annual financial statements and reporting to the Board, and ensuring appropriate internal controls exist and are maintained.

Under the new Education Act, the school authority is responsible to have at least one member of the business community and one member of the adult learning community.

Qualifications for the public members are:

1. member of either the business or adult learning community;
2. ideally have financial experience and/or a professional accounting designation;
3. independent to the school division; and
4. have no financial or personal interests with the XYZ audit firm of _____

Public members will be compensated for their time on the Audit Committee per xyz policy.

If you are interested in serving on the XYZ Audit Committee please submit a letter of interest, which includes a brief summary of your work experience and qualifications, to:

Deadline for applications to be received is before or on _____
For further information please call _____