



Registry of Interpreters for the Deaf, Inc.

## **2011-2013 -- Fact Sheet**

### **Audit Committee**

**Chair**

TBD

**Board Liaison**

Chris Grooms  
RID Board – Treasurer

**Staff liaison**

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***What is the Audit Committee?***

The Audit Committee is to assist/advise the Board of Directors in the oversight of organizational planning, reporting, and independent auditing of all matters related to organizational finances.

***What is the Scope of Work?***

For the term 2011-2013, the Audit Committee members are charged to complete the following tasks:

1. To oversee matters related to organizational internal systems controls.
  - a. To provide an outside, independent view and critique of management override of controls.
  - b. To recommend appropriate internal controls toward mitigating possible fraud and reduce risk.
2. To oversee the annual independent audit process.
  - a. To assist with the oversight of the hiring of independent auditors, counsel, or other consultants as necessary.
  - b. To inquire of management and the independent auditors about significant risks or exposure facing the organization.
  - c. To review with management significant audit findings and recommendations together with management's responses thereto.
  - d. To review with management and the independent auditor the effect of any regulatory and accounting initiatives, as well as other unique transactions and financial relationships, if any.
3. To oversee the appropriate preparation and dissemination of financial statements.
  - a. To review with management and the independent auditor the organization's annual financial statements and related footnotes, the auditor's audit of the financial statements and their report there on, auditor's judgments' about the quality of the organizations accounting principles as applied in its financial reporting.
  - b. To review with the general counsel, management, and independent auditors' regulatory matters that may have an impact on the financial statements, related compliance policies, programs, and reports received from regulators.
4. To oversee the preparation of, or prepare, an audit committee annual report.
5. To address items referred to the committee by the board of directors.

***How is it organized?***

The committee is led by the board and national office staff liaison serves a two-year term. Volunteer leaders work to meet the assigned scope of work within the two year term. Volunteer leaders may be asked to serve on one or more task force or workgroup which align with the scope of work identified for this committee. Each volunteer leader is appointed for a two-year term and may be re-appointed for up to three consecutive terms. Terms begin, once appointed, at the completion of the RID Biennial National Conference.

***How often does it meet?***

The committee generally holds at least quarterly conference call meetings each year (visually accessible conference calls, when appropriate). Between conference calls, email correspondence occurs to further the work of the committee. Face-to-Face meetings, which are budgeted for and hosted on an as-needed basis, are decided upon by the board and national office staff. The committee must submit a request to the board including a clear rationale for the face-to-face along with an agenda of the work to be accomplished during the meeting time. Additional travel for meetings and/or educational initiatives may be necessary depending on the scope of work.

***Who pays my expenses?***

Volunteer leaders, if approved, for travel to attend a face-to-face meeting will be reimbursed travel and lodging expenses and given per diem for meals. (See Volunteer Leadership Manual for additional details regarding reimbursements.) All other extraneous travel requests may be discussed on a case-by-case basis with the board and national office staff liaisons.

***What are my responsibilities as a Volunteer Leader?***

Volunteer Leaders are expected to attend all committee meetings and assist in accomplishing the tasks set forth in the scope of work and ultimately support the implementation of RID's Strategic Plan. An agenda must be developed prior to each meeting with each agenda item pointing to a task within the scope of work. (See Volunteer Leadership Manual for more information regarding position descriptions for each volunteer leader.)

The volunteer chair will review the scope of work and provide feedback related to the tasks, priorities, timelines, workflow, etc., to the board and national office staff liaisons at the beginning of every term. Throughout the term, the chair will work with the committee to provide a progress report to the board and national office staff liaisons prior to each scheduled board of directors meeting. Should the committee seek to address a project or issue outside the originally assigned scope of work, a formal request for that work assignment would need to be made via the progress report. Changes in the committee's scope of work must have prior approval from the board.

At the end of the term, the chair will submit a final progress report to the board and national office staff liaisons indicating the outcomes of the committee term, as well as make recommendations for future projects and initiatives for consideration by the board.