

OFDDA POLICIES

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EXECUTIVE BOARD X

AUDIT COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to maintain a standing committee which shall audit the financial position of the OFDDA, and subcommittee thereof, and summarize the financial transactions on an annual basis.

2.0 **SCOPE**

This Policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

3.1 The Committee

3.1.1 The committee and its Chair shall be appointed by the President of the OFDDA.

3.1.2 All members are entitled to vote.

3.1.3 The secretary shall be appointed by the Chair of the committee.

3.2 Duties of the Chair

3.2.1 To call meetings to conduct business as necessary.

3.2.2 To select a Co-Chair if not previously appointed by the President.

3.2.3 To prepare a written report and an oral report to the President, to be submitted to the annual conference. A copy shall be submitted to each member of the Board of Directors and additional copies as specified by the Board of Directors.

3.2.4 If expenditures are anticipated, the Chair shall submit a proposed budget as prepared by the committee to the Budget Committee of the OFDDA.

3.2.5 In the absence of the Chair, the Co-Chair shall assume responsibility.

3.3 Duties of the Committee

- 3.3.1 To audit the financial position of the OFDDA, and subcommittees thereof, and summarize the financial transactions on an annual basis.
 - 3.3.2 To implement OFDDA directives pertaining to audits.
 - 3.3.3 To review audit policy statements each year and make recommendations for revision.
 - 3.3.4 To audit the Association Subsection records and prepare a report for the Board of Directors and subsections prior to the annual Board meeting.
 - 3.3.5 To notify the Board President, in writing, of all committee meetings at least 15 days in advance.
- 3.4 Duties of Members
- 3.4.1 To attend meetings as called by the Chair.
 - 3.4.2 To carry out activities as designated by the Chair.