

ARFAX Roles and Responsibilities

Auditor

Overall Responsibilities

- The ARFAX Executive Committee is composed of the Officers, Delegates and Alternates, and Standing Committee Chairs – as a Standing Committee Chair, the Auditor is a member of the Executive Committee.
- Attend all Executive Committee meetings.
- The ARFAX Audit Committee is composed of one individual, the Auditor.

Month-by-Month Activities

November

- Attend the November Executive Committee Meeting and Annual Meeting.

December

- N/A

January

- Attend the January Executive Committee Meeting.
- Meet with the Treasurer to receive books, vouchers, receipts, and all other records necessary to perform the audit.
- Perform the audit as described under Auditor Responsibilities.
- Summarize the audit findings in a brief letter, date, and sign. Submit the report to the Treasurer.

February

- Attend the February Executive Committee Meeting.
- Present the audit findings (report) to the Executive Committee at the February meeting. Alternatively, the Treasurer may submit the report.

March

- Attend the March Executive Committee Meeting.

April-August

- No activity required.

September

- Attend the September Executive Committee Meeting.

October

- Attend the President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.