



- Start Date:** June 11, 2019
- Commitment:** Approximately two meetings per year (spring and fall).
- Compensation:** This is a volunteer position. Mileage to-and-from Audit Committee meetings will be paid at approved mileage rates.
- Closing date:** March 13, 2019

## Volunteer Audit Committee Community Members

(two positions)

Elk Island Public Schools (EIPS) is seeking two volunteer community members to serve on its Audit Committee. The Audit Committee reports to the Board of Trustees and is comprised of three elected trustees and two volunteers external to EIPS. The work of the Audit Committee is guided by [Board Policy 8, Board Committees](#).

This opportunity will provide valuable experience in the financial oversight of one of Alberta's largest school divisions serving approximately 17,150 students in 43 schools with an operating budget of approximately \$204 million.

Volunteers will serve on the Audit Committee for a two-year term and may apply to serve an additional term for a maximum of two terms. Volunteers must be available to attend approximately two meetings per year during regular business hours in the spring (May/June) and fall (November). The next meeting is expected to take place in June 2019.

### Key qualifications

Volunteer community members must:

- Reside in the jurisdiction of EIPS;
- Be independent of EIPS and not an employee or spouse of an employee;
- Be financially literate.

The following qualifications will be beneficial to your role as an Audit Committee member:

- Experience with leadership and advisory roles;
- Knowledge of audit standards and governance;
- Understand financial statements, preferably those prepared under Public Sector Accounting Standards.

### Key responsibility

The primary role of the Audit Committee is to assist the Board of Trustees in ensuring the assets of EIPS are preserved and resources utilized, as approved. Specifically, the Audit Committee will:

- Recommend the appointment of the external auditor;
- Review the audit plan;
- Assess the effectiveness of the auditor;
- Review the annual financial statements and audit findings;
- Assess the effectiveness of the Division's internal controls and obtain reports on internal audit findings and recommendations;
- Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations;
- Assess compliance with applicable legislation, regulations and guidelines;
- Report findings and information to the Board.

**To apply:** Please email a cover letter and resume to [tanya.borchers@eips.ca](mailto:tanya.borchers@eips.ca).  
To speak to someone directly please call Tanya Borchers at 780-417-8200.  
The deadline for applications is March 13, 2019.

# Volunteer Opportunity