

Audit Committee

1. **Purpose:** The Audit Committee is a standing committee of not less than two (2) members of the Society of Florida Archivists. The Committee conducts an annual review of Society finances.
2. **Term of Office:** One year. Appointed.
3. **Voting Status:** Non-member. Non-voting.
4. **Major Duties/Responsibilities:**
 - a. Prepares and presents annual audit of Society finances for the Annual Meeting.
 - b. Works with the Treasurer to reconcile financial documents.
 - c. Represents the board in overseeing the establishment and implementation of accounting policies and internal controls that promote good financial stewardship.

Approved by the Executive Board: June 10, 2013