

**BYLAWS
COMMITTEES**

Audit Committee

- A. There shall be a standing committee of the Association called the Audit Committee consisting of five members; the vice president for finance and four members of the Board of Directors appointed by the president, none of whom shall be members of the Executive Committee.

- B. Two members shall be appointed for two-year terms expiring in even-numbered years and two members for two-year terms expiring in odd-numbered years. Mid-term vacancies shall be filled by the president for the duration of the term.

- C. The duties of the Audit Committee shall include:
 - (1) Hiring the external auditor, determining the scope of the audit, reviewing the annual audit report and submitting same to the Board of Directors for approval.
 - (2) Insuring that a system of internal financial controls is in place and approving changes to said system when deemed necessary.
 - (3) Annually approving expenses of the Executive Committee, executive director and board members.
 - (4) Receiving and reviewing an annual report of aggregate staff expenses.
 - (5) Approving, in advance, all Executive Committee and Board of Directors attendance at out-of-state conferences.

- D. The president shall name one member of the Audit Committee, other than the vice president for finance, as the chairperson.

- E. The Audit Committee shall meet on a quarterly basis and at such other times as is deemed necessary.

- F. The Audit Committee shall report annually to the Board of Directors and at such other times as it deems necessary.

Article X, Section 7

Cross Filed: GO/8459

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/9457

BYLAWS
COMMITTEES