

The School Committee is looking for interested citizens to apply to be its designee to the Audit Committee.

The Audit Committee is comprised of five (5) voting members, serving for terms of three (3) years to be designated by the following committees and appointed by the Board of Selectmen:

- One (1) member to be designated by the School Committee;
- One (1) member to be designated by the Finance Committee;
- Three (3) members to be appointed by the Board of Selectmen;
- The Finance Director and Town Administrator shall serve *ex officio* without the right to vote and his/her presence shall not be counted in determining a quorum.

1. CHARGE

The charge for the Audit Committee is as follows:

RESOLVED, that the Board of Selectmen establish an Audit Committee to advise the Board of Selectmen, Finance Committee and town management including the Town Administrator, Finance Director/Town Accountant and Town Treasurer with respect to the town's internal auditing, financial systems and internal controls, and independent annual audit.

2. DUTIES AND RESPONSIBILITIES

Duties shall include:

- Make recommendations to the Board of Selectmen on the selection of the independent auditor and recommend scope of the independent audit
- Make recommendations to the Board of Selectmen for areas where extra focus or expanded attention may be appropriate
- Review annual financial statement and management reports prepared by the auditors and provide comments with respect to said review
- Review and report to the Board of Selectmen at least annually on the status of management recommendations made by the independent auditor and corrective action taken by management
- Additionally, with approval of the Board of Selectmen, provide assistance in support of the process for other external audits or reviews, which may include providing input on the scope, reviewing and ranking respondents to RFPs, acting as a point of coordination and support for the auditor conducting the work, and, if requested, provide advice to the requestor on reading and interpreting the report.

3. APPOINTMENT

In order to be considered for appointment, you must be a registered voter in the Town of Wayland. Preference will be given to individuals with professional expertise in accounting, financial management, law, or business or not-for-profit organization management. No officer of the town or member of any board, committee or commission, whether elected or appointed, and no past or current town or school employee shall be a member of the Audit Committee.

Citizens considering service on this committee can express their interest by letter or email. The application process is easy. Simply send an email or mail a letter **BY FRIDAY, SEPTEMBER 9, 2016** addressed to the School Committee c/o Diane Marobella at diane_marobella@wayland.k12.ma.us or to Town of Wayland, 41 Cochituate Road, Wayland MA 01778. The letter should include a statement of interest and provide information on your education and experience (professional or volunteer) relevant to this position. Many citizens submit a resume or bulleted summary of this background information with a brief letter of interest. Typically, the School Committee interviews candidates as part of a regular meeting, usually held at 7PM in the Town Building. You may be contacted to schedule an interview.