

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

AUDIT COMMITTEE

Duties of the Audit Committee of an assembly

All positions on the Audit Committee including Chairman are appointed by the President. The Treasurer shall not be included as a member of the Interim Review and/or Audit Committee. The Committee shall have such powers as its name shall suggest. The Committee shall be responsible to the President and shall make such reports as he may direct. The term of the Committee and its Committee Members, unless otherwise stated, automatically terminates upon the completion of the project/function for which the Committee was created.

1. The Committee shall consist of not less than two (2) Club Members in good standing.
2. The Treasurer shall not be included as a committee member of nor serve as a member of the Audit Committee.
3. The Committee shall perform an Interim Review of the Club finances sometime between the election and installation of new Club Officers unless the same individual is re-elected as treasurer.
4. The Committee shall report the findings of the interim review to the Club Membership as soon as possible thereafter as is feasible.
5. The Committee shall perform a full Annual Audit of the books and accounts of the Club.
6. Such Audit shall be made in the month of January of each year.
7. The Committee shall report the findings of the Annual Audit to the Club Membership as soon as possible thereafter as is feasible.