



The University of Vermont
Staff Council

Serving as a voice and advocate for all staff at UVM, since 1971.

Board of Trustees Audit Committee Representative Nomination Form

Name: _____ Preferred Pronoun: _____

Position and/or Job Title: _____

Department and/or Division: _____

Campus Address: _____

Campus Phone: _____ Campus Email: _____

Please answer the following questions. If necessary, attach your responses on a separate sheet.

1.) Explain what motivates you to serve on the Board of Trustees Audit Committee?

2.) What specific skills and/or experiences do you have that prepare you for this opportunity?

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- ❖ Applications are due no later than **Friday, February 12, 2010**
 - ❖ All completed Application Forms should be sent to the Staff Council Office, University of Vermont, 313 Waterman Building, Burlington, VT 05405. You may also email your form to Staff.Council@uvm.edu or fax it to 802-656-8790
 - ❖ Appointments will be determined by the Staff Council President and announced during the week of February 15, 2010.
 - ❖ The individual appointed will begin his or her term on Monday, March 1, 2010.
 - ❖ Any questions or concerns should be directed to the attention of Jeff Bukowski, Staff Council Office Administrator at Staff.Council@uvm.edu or 802-656-8767

Board of Trustees Audit Committee Representative Nomination Information

The Audit Committee is responsible for overseeing the quality and integrity of the University's financial statements, ensuring institutional compliance with mandatory auditing standards, and evaluating institutional systems of risk assessment and internal controls.

The Committee will review and monitor progress on annual plans for audits and related services; select and interact with independent auditors; assess management's response to audit findings; and evaluate the quality and effectiveness of institutional accounting procedures, the internal audit function, and institutional systems of risk assessment, internal control, and reporting.

For more information about Board of Trustees Audit Committee, please visit:

http://www.uvm.edu/trustees/?Page=standing_com/audit/content.html&SM=submenu1.html

Staff Council is accepting nominations for one permanent non-represented staff member to serve on the Board of Trustees Audit Committee

Time Commitment: One year term with the option of reappointment in March 2011.

On average, this Committee meets once a month for 1.5 hours.

The Representative is also expected to attend the three regularly scheduled Board of Trustees meetings held in February, May, and October.

Responsibilities: The Audit Committee Representative will be expected to write a short summary after each Board of Trustees Meeting in February, May, and October for distribution among Staff Council and the UVM Staff Community. The Representative may also be requested to attend occasional Staff Council Meetings.

Applications will be accepted until **Friday, February 12, 2010** and an appointment will be announced during the week of January 25th. The individual chosen will begin his or her term on **March 1, 2010**

Important Information regarding your Application

- ❖ Nominations are due no later than **Friday, February 12, 2010**
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