



VOLUNTEER OPPORTUNITY

Pelham Finance and Audit Committee

The Town of Pelham is looking for an additional member to serve on the Pelham Finance and Audit Committee, an advisory committee whose members are appointed by Town Council for the duration of their elected term of office. The purpose of the Pelham Finance and Audit Committee is to provide oversight, advice and guidance to Town of Pelham Council and Town staff regarding the selection of auditors, annual audited financial statements, and financial policies and reporting practices.

Overview:

The mandate of the Pelham Finance and Audit Committee is to provide oversight of, and make recommendations as required, with respect to the following areas:

1. Audit Function, including:
 - Selection and appointment of auditors; and
 - Audit results and the management letter.
2. Financial Reporting, including:
 - Regular financial reports related to operations and capital;
 - Review and recommend Operating Capital and Rate budgets; and
 - Audited financial statements and review of the Town's Annual Plan.
3. Provide Guidance to Council and Town Staff regarding financial controls:
 - Council may direct the Pelham Finance and Audit Committee to review and report back to Council on any financial matter.

Requirements:

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham;
- Financial literacy is a strongly preferred asset;
- Must sign the Councillor Code of Conduct and Confidentiality Agreement;
- Be independent and willing to challenge Council and Town staff when necessary;
- An aptitude for complex organizational effectiveness and governance, and an awareness of the Town's operations;
- A general understanding of the Town's major economic, operating and financial risks; and
- An understanding of the difference between the oversight function of the Pelham Finance and Audit Committee and the decision-making function of Council and Town staff.

Additional Information:

- The Pelham Finance and Audit Committee shall meet on the fourth Tuesday of the month, quarterly or as needed with the Budget Schedule from 9:00 a.m. to 11:30 a.m.; however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.
- The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.
- The meetings of the Pelham Finance and Audit Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".
- The Corporate Services department is the designated lead department providing support for the Pelham Finance and Audit Committee; however, the Pelham Finance and Audit Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

Application forms can be submitted directly to hr@pelham.ca. This advertisement will be posted until the position is filled.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for this opportunity with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.