

**National Committee on Planned Giving  
Audit Committee  
Job Description**

**Purpose:**

The purpose of the Audit Committee is to assure that the Board of Directors of the National Committee on Planned Giving, its committees and its membership are adequately and currently informed of the financial condition of the organization through reports and other methods.

**Qualifications**

Each member of the audit committee shall be a member of the NCPG Board of directors who is not an executive or otherwise employed by the organization.

One or more members of the audit committee must have financial expertise.

All members must be independent and have no paid business, financial or consulting relationship of any kind with NCPG outside of service as a director.

**Job Responsibilities**

*System:*

- Assess NCPG's internal and external reporting objectives and determine whether these objectives have been met.
- Ensure that NCPG's financial reporting system gives those inside and outside the organization a clear idea of performance.
- Assess the risk of fraudulent reporting arising from undue reporting pressures on management; establish protection for "whistle blowers."
- Oversee adoption of a document retention policy.

*Financial Reports*

- Oversee the appointment, compensation, and oversight of the work of any registered public accounting firm employed by NCPG.
- Review annual financial statements before release to outsiders.

- Assure that published reports accurately reflect the operating results and financial condition of the organization.

#### *Audit*

- Appoint independent auditor
- Meet annually with auditing firms
- Receive reports from auditor of all critical accounting policies and practices used within the organization and any discussions with management about such policies and practices.
- Ensure rotation of audit partner at least once every five years

#### *Conflict of Interest*

- Ascertain that the Board of Directors has established appropriate policies to define and identify conflicts of interest throughout the organization, and is diligently administering and enforcing those policies.
- Establish procedures for the "receipt, retention, and treatment of complaints" received by the issuer regarding accounting, internal controls, and auditing.