

**JOB DUTIES**  
**Audit Committee of Cape Atlantic Intergroup (CAIG)**

**Reports to:** Chairperson & Vice Chairperson  
**Purpose:** Audit the books and bank statements

**Job Duties**

- Audit the books and bank statements of the Operating Account and the Literature Account at least quarterly
- The Committee MAY obtain the services of a financial professional with the approval of the Steering Committee (following existing financial guidelines)
- The Committee shall give a written report to the Steering Committee and Business Meeting
- Attend Steering and Business Meetings monthly
- The Treasurer and/or Assistant Treasurer shall cooperate with the Audit Committee and assist the committee in performing their task