



Provisional

Chair

POSITION DESCRIPTION: Audit and Risk Committee

APPOINTED BY: Board of Directors

TERM OF APPOINTMENT: Appointment for 12 months with annual renewal, generally for three years and up to a maximum of six years.

REPORTS TO: Chair Board of Directors

FUNCTIONAL RELATIONSHIPS: Board of Directors
Senior Leadership Team members

POSITION SUMMARY:

The Chair of the Audit and Risk Committee (ARC) shall lead the ARC to achieve the purpose of the Committee being to assist the Board of Directors in the proper discharge of their responsibilities to actively manage strategic risk and comply with legislation by scrutinising the adequacy of financial and other operating systems including compliance and risk management.

Furthermore, to manage and coordinate the Committee to undertake the nominated functions of the Committee.

PREFERRED EXPERIENCE:

The Chair of the ARC should ideally be a Freemason with a background and experience in audit and risk management. They should also:

- Understand the practical imperatives of managing a volunteer organisation;
- Have a common-sense approach with lateral thinking, project management and consultant skills;
- Be a good communicator and facilitator.

GENERAL REQUIREMENTS:

- To chair the ARC consisting of two Directors of the Board, the Grand Registrar, the Grand Treasurer, a non-Board member and any co-opted members from time to time.
- To report and make recommendations to the Board of Directors in relation to initiatives to achieve the purpose and functions of the Committee.
- To be familiar with the Freemasons NZ Strategic Plan and policies.
- To undertake such further duties and functions as may be delegated to him from time to time by the Chair Board of Directors, Chair Board of Trustees or the Executive Director.

LEGAL PROVISIONS:

BoC Rule 223 c. The Board may for specific purposes appoint committees to enquire and report, with or without power to act, but a committee having power to act must report any action it takes to the next meeting of the Board.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by the Board. When undertaking any such delegated activity, expenses shall be covered within the appropriate Grand Lodge budget.

Travel and associated expenses shall be approved by the Chair of Board of Directors or in the case of routine matters, then the Executive Director shall have that authority.

The ARC Chair has no authority to commit financial expenditure in undertaking this role, except as provided under CL 219g where the Board may from time to time determine what expense it will allow to any Officer or Brother.

EXCEPTIONS:

N/A.

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	
Date:	