

AUDITOR

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *You are a member of the Budget Committee and will attend all budget meetings.*
4. *Write an article for the February/March issue of Petticoat Journal offering to audit books for any chapter. The chapter must pay the postage both ways. Audit must be completed with-in two weeks after books are received.*
5. *You are responsible for auditing the following books of the Oklahoma State Council: Convention, Directory, Petticoat Journal, Project Director and Treasurer.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
8. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*