

AUDIT COMMITTEE APPLICATION FORM

Personal Information

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Cell: _____ Home: _____

Email: _____ Length of Residency in Red Deer (or area): _____

Committees contribute to Council's decision-making processes and help shape municipal policy. As such, it is important for potential committee members to understand the terms of reference for the committees to which they are applying and be available to fulfill the commitment required. The Committees Bylaw outlining the terms of reference for each committee can be found at <http://www.reddeer.ca/bylaws>.

Background Information

Have you read the Terms of Reference for the above identified Committee?

☐ Yes

☐ No

1. Describe why you are interested in joining the Audit Committee.

2. Describe your experience with financial statements, financial management, accounting and/or bookkeeping.

3. Describe your knowledge of internal controls, risk management and/or managing tangible capital assets. (continues on page 2)

4. Describe your experience and/or background with governance, auditing and legal expertise.

5. Describe your experience working with others collaboratively

6. Do you or any member of your family have any personal, employment, or business relations that could be seen as a conflict?

7. Describe any prior experience you have serving on a committee/board.

8. Additional Information (Provide any relevant information that may not have been covered.)

9. Please indicate which supporting documents you will be including with your application (*a resume is encouraged*).

Availability (please note that meetings are currently held on Wednesdays' from 1-3 p.m.)

	Monday	Tuesday	Wednesday	Thursday	Friday
Day					
Evening					

References

Please list the names of three persons who can supply a personal reference.

Name	Relationship to Applicant	Contact Information
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

The application must be completed in its entirety, signed and dated. If you require more space to answer the questions presented in this application, submit an additional document with this form that includes the information that would not fit.

Please note – attaching a resume does not replace this application.

The City of Red Deer is collecting personal information for the purposes related to the appointment of citizen representatives to Council committees/commissions/boards. If you are appointed to a committee/commission/board by Council, your name will be publicly accessible. The personal information on this form is collected under the authority of the Municipal Government Act Section 3 and is protected under the provisions of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). If you have any questions about the collection, use and protection of this information, please contact Legislative Services, councilcommittees@reddeer.ca, 4914 - 48 Avenue, Red Deer, T4N 3T4, (403) 342-8132.

I agree to serve on the above committee, if appointed. I have reviewed the Terms of Reference, and I am able to regularly attend meetings.

Signature

Date