



INTERNATIONAL VA'A FEDERATION (IVF)  
 355 SHEFFIELD CT  
 SAN JOSE CA 95125 USA  
[www.ivfiv.org](http://www.ivfiv.org)

12 February 2023

**MEMO – International Va’a Federation**  
**Audit Committee**

**Dear IVF Member**

The International Va’a Federation is seeking nominations for individuals who wish to be considered for the IVF Audit Committee.

The Term of a Committee is 3 years and will conclude In 2025

- A Committee shall be composed of up to six (6) people including:
- Up to two IVF Board members
- The President of the IVF may be an ex-officio member of the committee
- Committee members proposed by a Member as having expertise in the activities of the Committee; and
- where deemed appropriate by the Board, one or more Directors as alternate Members to replace any absent or disqualified Committee member at any meeting of the Committee.
- Individuals may sit on more than one committee
- The Committee Chair may be selected from member nominations or from the IVF Board.
- The IVF Board will review all nominations and make final appointments for all Committees
- Should it be required individuals may be asked to undertake a Zoom interview

**Committee Nominations open on from 12 February and will close on 28 February 2023**

We are seeking individuals who have experience and expertise for the following committee:

<b>AUDIT Committee</b>
------------------------

Below is an outline of the Role of the Committee. Please note that this Role may be modified with the approval of the IVF Board.

	<b>Role/Function</b>
<b>Audit Committee</b>	<p>To provide financial oversight for the organisation and support the Treasurer</p> <ul style="list-style-type: none"> <li>• Review any existing financial policies and recommend any changes or new financial policies to the IVF Board</li> </ul>

	<ul style="list-style-type: none"><li>• Assist with the development and maintenance of an annual budget</li><li>• Assist the Treasurer to provide quarterly financial reports to the IVF Board</li><li>• Assist the Treasurer to provide end of year reports to the IVF Board/Membership and Government reporting requirements (if needed).</li><li>• Recommend bylaw changes to Bylaw Committee regarding elections and/or nominations.</li></ul>
--	--

A scope document outlining the purpose, structure, proceeding, and policies relating to the Committee is attached to this memo.

**Nomination form for the Audit Committee can be sourced here:**

<https://forms.gle/e3WKph6GHfEpMeP58>

- **Nominations must be received from an IVF Member Federation**
- **Nominee is not required to be a member of the nominating Federation**
- **Nominations forms received will be acknowledged by email upon receipt.**

Should you have any questions please feel free to contact [admin@ivfiv.org](mailto:admin@ivfiv.org)

Kind regards



Lara Collins  
President  
International Va'a Federation  
lara@ivfiv.org  
+64275484612 (NZ)



Linda Dresbach  
Secretary  
International Va'a Federation  
Linda@ivfiv.org  
+014083185026 (USA)