Attachment 1

Sample Audit Committee Appointment Process

Week 1:

Utilizing the Kroll Report and the cited GFOA Recommended Practice, **develop an expanded description of the role of an Audit Committee member** to include: ideal candidate qualifications and experience, expected scope of responsibilities, term of appointment, anticipated frequency of meetings, direct report and public reporting requirements and resources available to the Committee.

Weeks 2 through 5:

1) **Solicit applications from qualified candidates** utilizing recommendations from independent individuals, organizations and government oversight entities with affiliations with experts in the realm of government financial reporting and auditing. Notices to the public to apply for the appointments could also be made utilizing local publications, asking that the publications donate this space as a public service. The City should not accept applications from individuals who have made campaign contributions to, publicly supported or opposed, or had other campaign involvement with any of the City's elected officials. Consistent with the recommendations in the Kroll Report for SDCERS Board Members, candidates should be required to complete a detailed application and to affirm the accuracy of all the data therein, and also be subject to a background check.

2) **Establish a screening committee to review and select the best qualified candidates for consideration.** For example, a six-member screening committee might be logically comprised of two City Council Members, the City Attorney, CFO, IBA and an outside financial expert selected by the City Council.

Weeks 6 and 7:

The screening committee meets to review applications and select a small pool of candidates judged to be best qualified for the two available appointments.

Week 8:

The City Council convenes a special public meeting to receive personal statements of interest and ask questions of the top candidates.

Week 9:

The City Council votes to appoint two citizens to the Audit Committee.