



BRANT HALDIMAND NORFOLK
Catholic District School Board

**EXTERNAL COMMUNITY MEMBER
AUDIT COMMITTEE**

APPLICATION GUIDELINES

The Brant Haldimand Norfolk Catholic District School Board requires two members of the community with financial expertise to serve on the Audit Committee.

The Audit Committee is comprised of two Board of Trustees and two external community members. Its mandate is to review and provide recommendations regarding financial reporting, external audit, risk management and internal controls; while ensuring compliance with Ministry of Education Acts and Regulations. This is a volunteer position and members are required to attend a minimum of three scheduled meetings annually; with additional meetings added as required.

ELIGIBILITY FOR APPLICATION:

- Must be a Catholic school ratepayer and support the values of Catholic education.
- Must have an accounting designation CPA (CA, CMA, CGA); combined with financial management or other relevant business experience.
- Must not be employed or have an immediate family member working for the Brant Haldimand Norfolk Catholic District School Board or the Board's current auditor of record (KPMG).
- Must be a resident of the City of Brantford, Brant County, Haldimand County or Norfolk County.

The successful candidate will be appointed for a term of three years; with the possibility of extension to a maximum of one additional term. The current term will be effective immediately.

Eligible candidates interested in this volunteer position can complete the online Application Form or submit a resume and submit it to:

Rajini Nelson
Superintendent of Business & Treasurer
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217
Brantford ON N3R 3J1

Email: rnelson@bhncdsb.ca



BRANT HALDIMAND NORFOLK
Catholic District School Board

Catholic Education Centre
322 Fairview Drive P.O. Box 217, Brantford, ON N3T 5M8
T 519.756.6369 | F 519.756.1012

**APPLICATION FOR EXTERNAL COMMUNITY MEMBER
AUDIT COMMITTEE**

INFORMATION COLLECTION AUTHORIZATION:

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 11234).

PLEASE PRINT:

Surname		Given Name	
Apartment No.	Street No.	Street Name	City
Province	Postal Code	Telephone	Email Address

ACCOUNTING, FINANCIAL MANAGEMENT OR OTHER RELEVANT BUSINESS EXPERIENCE:
(please include accounting designations)

REFERENCES:
(please include three business references)

Name	Telephone	Email Address	Relationship

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- Must be a resident of the City of Brantford, Brant County, Haldimand County or Norfolk County.

CERTIFICATION:

I hereby certify that all statements are correct and complete. I understand that any misrepresentation of this data may result in the cancellation of my Application.

Date: _____ Signature: _____

APPLICATION SUBMISSION:

Return to:
Rajini Nelson, Superintendent of Business & Treasurer
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217, Brantford ON N3T 5M8
Email: nelson@bhncdsb.ca