



**IJIS Institute**

# Call for Participation

**Title:** Openings in IJIS Institute Finance and Audit Committees

**Issue Date:** 6 December 2018

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**Responses Due:** 6 January 2019

This Call for Participation (CFP) is an invitation for your organization to participate in the IJIS Institute's Finance and Audit Committees. These standing committees are responsible for the continuing design and development of policies and for specific functions related to the operations of the IJIS Institute.

**To respond to this CFP, please provide the committee you are interested in and a resume by 5:00 pm (ET) on 6 January 2019 via email to [john.bischoff@ijis.org](mailto:john.bischoff@ijis.org).**

## **PARTICIPATION REQUIREMENTS AND SKILLS NEEDED**

The following table details the purpose of each of the two standing committees that currently has openings as well as the expectations for each committee and the skills needed.

**IJIS Institute Call for Participation | IJIS Finance and Audit Committees**

Committee	Openings	Committee Purpose	Expectations	Skills Needed
<b>Finance</b>	2	<ul style="list-style-type: none"> <li>• Oversee all actions, transactions and policies affecting the financial conditions, assets, and investments of the Institute, not otherwise assigned to the Audit Committee, including the development of sound and prudent policies to ensure a reasonable and safe return.</li> <li>• Review the Corporation's annual budget and business plan (including the alignment thereof), any capital expenditure by the Corporation for property or equipment, and such other matters that may be referred to the Committee by the Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet via conference call quarterly (or as necessary) to discuss financial strength of the IJIS Institute.</li> <li>• Provide review and input on the IJIS Institute yearly budget prior to July Board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• General understanding of finance and accounting practices including budgeting.</li> </ul>
<b>Audit</b>	1	<ul style="list-style-type: none"> <li>• Engage in the oversight and monitoring of the Institute's system of internal controls, accounting and reporting responsibilities to assess the adequacy of administrative and financial controls.</li> <li>• Review the yearly audited financial statements prepared by management for distribution to grantors and its members.</li> <li>• Meet with auditors to discuss yearly audit and any issues arising throughout the year.</li> <li>• Direct the independent accountants, including, but not limited to selecting and hiring of the independent auditors.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Audit Committee Conference calls.</li> <li>• Participate in the annual audit.</li> <li>• Periodically serve on subcommittees.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of A-133 audits.</li> <li>• Knowledge of conformity with accounting laws and accounting best practices.</li> <li>• Requirements of government and other funding sources.</li> </ul>