

POSITION DESCRIPTION COMMITTEE MEMBER

The affairs of the GTA Chapter are managed by the Board of Directors (“the Board”) which will provide direction and oversight to the President, as well as resources, advice and introductions to help facilitate operations and to further the Chapters vision and core purpose. The Board may establish ad hoc or permanent volunteer committees from time to time, to assist with the implementation of the Chapter’s mandate, under the direction of a member of the Board of Directors as Committee Chair.

Primary roles:

- a) Co-establishing and achieving committee objectives, including effective planning and execution of committee mandate in support of the board of directors and the Chapter mandate;
- b) Assisting in ensuring the necessary resources are requested from the board of directors or the president through the Committee Chair, both financial and human; and
- c) Assisting in providing regular updates to the President and Chief Executive on committee progress.

Responsibilities of Committee Members:

- a) Know the mission, purpose, goals, policies, programs, services, strengths, and needs of the GTA Chapter and to a lesser degree, the Association of Certified Fraud Examiners.
- b) Demonstrate a commitment to the Chapter’s core purpose and vision.
- c) Serve in an informal leadership position and undertake special assignments willingly and enthusiastically.
- d) Ensure all significant matters coming to the attention of a committee member to be brought to the attention of the Chief Executive Officer and/or the Chapter’s Chief Compliance Officer.
- e) Follow trends in the fraud prevention, detection, deterrence and education, and keep well informed.
- f) Understand and support the Chapters Vision and Core Purpose statements.
- g) Work with other committee members to ensure the committee’s activities are aligned with the Chapter’s strategic plan.
- h) Always act to ensure protection of the Chapter’s and the ACFE’s brand.
- i) Bring goodwill and a sense of humor to the committee’s deliberations.
- j) Suggest possible nominees for committee membership who would make significant contributions to the committee, the board, and organization.
- k) Prepare for and conscientiously participate in committee meetings, obtain information before voting to make sound decisions, and exercise independent judgement.
- l) Ask timely and substantive questions at committee meetings, and promote both collective and individual vigilance.
- m) Uphold the ACFE Code of Professional Ethics and all Chapter policies.
- n) Suggest committee meeting agenda items as appropriate.

POSITION DESCRIPTION COMMITTEE MEMBER

- o) Vigorously participate in the discussions leading up to a committee decision, and then follow and support the decisions of the committee, and the board, once they have been made.
- p) Where possible, assist the committee and the board to fulfill its fiduciary responsibility.
- q) Serve the Chapter as a whole, disclose any conflicts of interest to the Chief Compliance Officer, and avoid the use of Chapter opportunities for personal gain or benefit.
- r) Maintain independence and objectivity, and a sense of fairness, ethics and personal integrity.
- s) Represent the Chapter responsibly and diligently in the community.