

<b>Policy Name:</b>	Audit Committee Position Description
<b>Background / Purpose:</b>	This document describes the Audit Committee duties and responsibilities.
<b>Keywords:</b>	Position description, duties, responsibilities, qualifications
<b>Program Area or Business Line:</b>	Governance
<b>Policy Sponsor (Staff Officer):</b>	Michael D. Costelloe, Executive Vice President
<b>Approving Body:</b>	ASPS/PSF Executive Committee
<b>Authorized Signatories:</b>	Gregory Greco, DO, ASPS President and Howie Levinson, MD, PSF President
<b>Effective Date of Policy:</b>	October 2023
<b>Next Review Date:</b>	October 2028

***Basic Function According to Bylaws:***

The Audit Committee shall consist of four (4) Active Members comprised as follows: the Board Vice President of Finance and Treasurer; one (1) Member-at-Large representing the Society selected by the Nominating Committee; one (1) Member-at-Large representing The Foundation selected by the Nominating Committee; and one (1) Trustee, who will also serve as Chair, appointed by the Society President. The Members-at-Large shall serve a maximum of two (2) consecutive one (1) year terms. The Chair of the Audit Committee will serve in an advisory capacity without the right to vote except in the event of a tie. Audit Committee members shall serve calendar year terms commencing the January after their appointment.

Subject to the control of the Board of Directors, the Audit Committee shall monitor the internal accounting practices, procedures and controls of the two organizations, shall recommend the appointment of an independent accounting firm familiar with the financial record-keeping requirements of not-for-profit corporations to audit the books and records of the Society and Plastic Surgery Foundation and shall be responsible for the oversight of the annual audit conducted in accordance with Section 3 of ASPS Article XVIII. The Audit Committee shall report to the Board of Directors of the Society and the Plastic Surgery Foundation, as deemed necessary, but not less than once annually.