# Audit and Risk Committee Member

## Volunteer Role Descriptor

<table>
<thead>
<tr>
<th>1. Vacancy reference</th>
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<tbody>
<tr>
<td>BS/A&amp;R/v1</td>
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## 2. Background

The Audit and Risk Committee provide high level oversight to ensure adequate control arrangements are in place to support management and provide assurance to the Board of Trustees. This work is distinct from the executive management of the Institution. The Committee has a key role in the effective governance of the Institution ensuring there is effective risk management, internal controls and external and internal audit.

## 3. Main duties and responsibilities

The purpose of the Audit & Risk Committee is to assess the effectiveness of risk management and internal control across the organisation, reporting to and advising the Board of Trustees. Duties include, but not limited to:

- Review the fundamental risk facing the organisation and ensure controls are in place to manage those risks.
- Review compliance with internal controls, policies, procedures and committees with terms of references.
- Oversee the appointment, independence, and rotation of external auditors.
- Agree scope of the external audits and review findings.
- Production of an annual report to the Board of Trustee summarising activities and make recommendations of improvements.

## 4. Appointment method

Applications to join the Audit & Risk Committee will be reviewed by the Committee. Recommendations will be made to the Board of Trustees by the Committee, who will appoint successful candidates. Applicants will be notified of the outcome.

## 5. Period of appointment

Committee members are appointed for a term of three years.

## 6. Commitment required

Committee members meet for four committee meetings per year. Each meeting lasting for two and half hours.

## 7. Training
Training provided by IChemE

- GDPR (General Data Protection Regulations) training
- ED&I (Equality, Diversity and Inclusion) training
- Training on risk management will be provided depending on experience will be arranged if required

8. Person specification

- Current voting member.
- Knowledge or experience of Governance.
- Knowledge or experience of risk management and oversight.
- Knowledge or experience of audit and auditing practices.
- Strong communication skills.
- Ability to analyse complex information and reach a decision.
- Maintain strict confidentiality regarding sensitive information.

9. Others

This is a volunteer role with no expenses likely to be incurred.

10. Additional details

<table>
<thead>
<tr>
<th>Area of interest that relates to the role:</th>
<th>Volunteering</th>
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<tbody>
<tr>
<td></td>
<td>Governance</td>
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<td>Risk Management</td>
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<td>Audits</td>
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<td>Financial Controls</td>
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<tr>
<th>Is the role location specific?</th>
<th>No – meetings can be attended online</th>
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| Total number of volunteers required for role: | 2 |

| Closing date: | NA |

To apply for this role, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document

Author: Katie Sharma
Date: 2 February 2021