



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Sue Lisio, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*
(978) 597-1701

VACANCY POSTING TOWN OF TOWNSEND AUDIT COMMITTEE

Pursuant to a newly adopted policy, the Board of Selectmen shall be appointing a three (3) member Audit Committee in the Town of Townsend.

The Audit Committee shall be comprised of one (1) member of the Board of Selectmen, one (1) member of the Finance Committee and one (1) registered voter in the town who has finance experience, preferably municipal finance experience.

The Board is seeking a registered voter to volunteer for this committee.

Committee Charge:

The Audit Committee shall solicit, interview and recommend to the Board of Selectmen the firm of independent auditors that is to audit and report on the financial statements issued by the Town. The Audit Committee shall review the audit plan with the independent auditors upon completion of the audit, meet with the independent auditors to discuss the results of the audit, the management letter and the annual financial reports.

The Audit Committee shall transmit a copy of the completed annual audited financials and management letter report to the Board of Selectmen and the Finance Committee, and with the assistance from the auditing firm if so desired, shall present the results of the annual audited financials and management letter report to a jointly held public meeting of the Board of Selectmen and the Finance Committee.

Interested citizens are encouraged to fill out a volunteer response form and submit a letter of interest and resume/bio to the Office of the Board of Selectmen at 272 Main Street, Townsend, MA 01469.