

## TERMS OF REFERENCE AND DUTIES OF AUDITOR for OTTAWA INTERGROUP

Intergroup will appoint an auditor for a two year term to monitor the finances and other transactions of Intergroup. Generally the auditor would prepare a report each year of his/her term.

The auditor shall have access to all Intergroup records and transactions including financial records, statements, policies, procedures, documentation and any matters whatsoever relating to Intergroup, its operations and membership.

The auditor shall report in person to Intergroup meetings within six (6) months of the financial year-end and at such other times s/he deems advisable or the Board of Directors or Intergroup membership may require.

The auditor may form a committee, should s/he deem it advisable and may order a financial review by outside auditors or recommend other steps to be taken in relation to all finances, procedures and activities of Intergroup.

No person who has had Intergroup financial signing authority in the preceding two (2) years may serve as auditor. An auditor may not serve for more than two (2) years and may not hold any other position at Intergroup during such term and for a period of two (2) years thereafter.