

MEMORANDUM

TO: Audit Committee Members

FROM: Ken B. Moore, Executive Director *Ken B. Moore*

DATE: March 5, 2012

RE: 2012-2013 Committee Charges

This memorandum is to confirm your appointment by the Conference Executive Board Chairman to the Audit Committee. Lori Howell will serve as Committee Chairperson.

The Audit Committee is assigned the following tasks for 2012-2013:

- Continue its oversight of ISSC audit activities.
- In consultation with the independent auditor and management, review the results of the annual audit and related comments; and report to the Board of Directors on audit activities.
- Consult with the independent auditor and management with regard to the adequacy of internal controls.
- Provide an open avenue of communications among the independent auditor, office management and the Executive Board.

If you are unable to participate in the activities of this committee, please contact us by phone at 803-788-7559 or by email at issc@issc.org. Thank you for your interest and support of the ISSC and we look forward to working with you. Your Committee Chairperson will be contacting you soon.

/hjt

Audit Committee:

2012-2013	Last Name	First Name	Email Address
Chair:	Howell	Lori	lahowell@spinneycreek.com
Members:	Hickey	Mike	michael.hickey@state.ma.us
	Fleetwood	Steve	eastpointoysters@aol.com
	Guichard	Maryanne	Maryanne.Guichard@DOH.WA.GOV