LUNCH & LEARN COMMITTEE

Mission Statement: Improve auditing competence and effectiveness of members by providing professional insight and continual learning through periodic lunch & learn sessions.

| Key Responsibilities | • Curate, plan and facilitate discussion and presenter topic  
|                      | • Find presenter/presenters  
|                      | • Facility and catering contracting  
|                      | • Distribute invitations, track RSVPs & attendance, circulate sign-in sheet  
|                      | • Distribute CPE certificates  
|                      | • Follow up on attendee requests & solicit feedback to continuously improve quality of each session |

| Key Reporting / Deliverables | • Invitation Distribution to the Registrar  
|                             | • Sign-In Sheet to Operations  
|                             | • Invoices to the Treasurer and/or submit expenses for reimbursement |

| Key Events | Four, 2-hour, Lunch & Learn Sessions throughout the year |

Current volunteer opportunities and commitment

Last updated: August 10, 2018