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Audit Committee Meeting Agenda builder



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Objectives

The purpose of this tool is to enable the Audit Committee to plan their meeting agenda in such a manner that all areas of its responsibility are effectively addressed and areas of priority receive due attention.

Overview

The Meeting Agenda builder is a worksheet that:

- Enlists the responsibilities of the Audit Committee
 - Allows the Audit Committee members to determine the frequency of review of each of the items on the basis of criticality/regulatory requirement and hence
 - Determine whether or not a particular issue is to form part of the meeting agenda
- In the second part the agenda gets populated and the agenda can be designed to denote the speaker and time allocation for every topic.

Benefits

This worksheet can be used by audit committees to assist in planning the annual activities and meeting agendas for the committee.

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