



GREEK ORTHODOX METROPOLIS OF CHICAGO

ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΣΙΚΑΓΟΥ

2023 Metropolis Audit Committee Nomination Form

Individuals who are nominated for the Metropolis Audit Committee must officially accept their nomination by submitting the following items to the Chancellor of the Metropolis by completing the online nominee form with all attachments by close of the nomination process, **5:00 p.m. Central Time, Monday, September 11, 2023**. You are encouraged to read this form *before completing the on-line nominee package*.

Before completing your on-line nominee package, you will need:

1. This Metropolis Audit Committee Nomination Form, fully completed, signed, and with your Parish's official seal in a .pdf format. Note that the on-line system will not accept nominee forms in other formats, such .jpeg files.
2. A short biography (250 word maximum). It is recommended that you prepare your biography in a Word format (or similar program) to allow you to cut and paste your biography into the appropriate section of the on-line nominee package.
3. A personal statement stating why you wish to serve on the Metropolis Audit Committee. The personal statement should highlight how your experience skillset(s) could prove helpful to the Metropolis Audit Committee (750 word maximum). It is recommended that you prepare your biography in a Word format (or similar program) to allow you to cut and paste your biography into the appropriate section of the on-line nominee package.
4. A digital photo of yourself. Please note that only .jpeg and .pdf format will be accepted.

The information you provide, including your name, photo, biography, and personal statement, will be made available on the Metropolis website and will be made available to all Clergy-Laity Assembly participants at the Assembly meeting in October.

NOTE: If all required documents and files in their entirety and in the correct format are not received by 5:00 p.m. Central Time, Monday, September 11, 2023, the nominee will not be added to the ballot.

METROPOLIS AUDIT COMMITTEE NOMINATION FORM

The Metropolis Audit Committee consists of at least two (2) individuals elected at the Metropolis Clergy Laity Assembly, and at least one (1) member of the Metropolis Council. The Audit Committee is primarily responsible for ensuring that the financial records of the prior year are audited or reviewed. Additional responsibilities of the Audit Committee including interviewing and selecting an independent certified public accountant (CPA), reviewing and monitoring internal control recommendations documented by the independent CPA, monitoring conflicts of interests, and investigating whistleblower complaints that are financial in nature.

[Article 12 of the Greek Orthodox Archdiocese Regulations](#) provides that the Audit Committee is responsible for completing its audits of the Metropolis financial records in accordance with the standards prescribed by the Metropolis Audit Committee and preparing a report of its activities to the Metropolis Council and to the Metropolis Clergy-Laity Assembly. Audit Committee members must have a financial competency to properly execute these responsibilities. A working knowledge of Generally Accepted Accounting Principles (GAAP) accounting is recommended.

Each Parish in our Metropolis is requested to nominate one (1) member of the Laity in good standing in his/her Parish as described in [Article 18, Sections 1 through 3 of the Greek Orthodox Archdiocese Regulations](#).

To assist with Parish selection of the Metropolis Audit Committee candidate, each Parish, together with the interested candidate is requested to complete this nomination form. The interested nominee is to submit a scan (.pdf format) of this form, fully completed and executed, as part of the nominee's on-line nominee package. All completed forms and documents must be sent to the at the attention of [Gail Holguin \(gholguin@chicago.goarch.org\)](mailto:gholguin@chicago.goarch.org) at the Metropolis Office **by 5:00 pm Central Time, Monday, September 11, 2023.**

Nominee Information (For Internal Use Only)

Nominee Name: _____

Home Address: _____

Telephone: _____ (day) _____ (evening)

Acceptance of Metropolis Audit Committee Nomination:

On _____, 2023, the undersigned was nominated to the Metropolis Audit Committee of the Holy Metropolis of Chicago. By signing this form, the nominee formally accepts his/her nomination.

Nominee's Signature

The foregoing candidate is a parishioner in good standing.

Parish Priest Signature: _____

Parish Priest Printed Name: _____

Parish Name: _____

(Please Use Official Parish Seal)