



# APPLICATION FOR APPOINTMENT TO THE BART AUDIT COMMITTEE PUBLIC MEMBER SEAT

The Audit Committee for the San Francisco Bay Area Rapid Transit District (BART) assists the Board of Directors ("Board") in discharging its oversight responsibilities for financial management, operational effectiveness, ethics, and regulatory compliance of the San Francisco Bay Area Rapid Transit District ("District"), specifically in the areas under the direction of the Office of the Inspector General (OIG), the Controller-Treasurer, and Performance and Budget.

The role of the Audit Committee is to provide independent oversight and advice to the Board of Directors regarding the effectiveness and efficiency of operations, reliability of reporting for internal and external use, and compliance with applicable laws and regulations. It achieves this by providing a forum to discuss and pursue opportunities for improvements in business and performance operations, financial and nonfinancial reporting, and internal controls, as identified through audit and investigation reports of the District, whether conducted internally or by an external entity.

The Audit Committee shall be comprised of five voting members, including three Board Directors and two public members with governmental financial expertise. It shall meet at least four times per year, with authority to convene additional meetings as needed.

The Audit Committee is a legislative body for the purposes of the Brown Act. Accordingly, committee meetings are open public meetings subject to the noticing and meeting requirements under this law except in those proceedings where a closed session may be appropriate and required.

## **Audit Committee Public Member Requirements**

Public members serving on the Audit Committee shall be appointed by a majority of the full Board of Directors through this application process.

Public members shall possess the independence, experience, and collective technical expertise necessary to carry out the duties of the Audit Committee.

Public members shall be residents within the District's boundaries.

Public members are subject to conflict-of-interest laws and must file an annual Form 700, Statement of Economic Interests, with the District Secretary.

It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted.

### ***The application process will include two phases:***

#### **PHASE 1 – Application and Recommendation Review**

*All applications will be reviewed for all Membership Representation requirements and qualifications, letters of recommendation, and any supplemental documents.*

#### **PHASE 2 – BART Board of Directors Appointment**

*Selected candidates will be invited to appear before the Board of Directors to briefly explain their interest in serving on the committee, followed by a Board vote.*

I. **Personal Information**

Please consider my application for the following representation(s) on the BART Audit Committee:

<b>First, Last Name:</b>		<b>Residence Address:</b>	
<b>Mailing Address</b>		<b>County of Residence:</b>	
<b>Main Phone:</b>	(    )    -	<b>Alternate Phone:</b>	(    )    -
<b>Email Address:</b>		<b>Occupation:</b>	

II. **Recommendation Contact Information** (must provide **two** recommendations)

Please provide the contact information for the individuals recommending your appointment and attach their letters of recommendation to this application.

<b>First Name:</b>		<b>Last Name:</b>	
<b>Mailing Address</b>	/	<b>City &amp; Zip:</b>	/
<b>Phone:</b>	(    )    -	<b>Email Address:</b>	
<b>First Name:</b>		<b>Last Name:</b>	
<b>Mailing Address</b>	/	<b>City &amp; Zip:</b>	/
<b>Phone:</b>	(    )    -	<b>Email Address:</b>	

III. **Personal Statement of Interest**

Briefly explain your interest in serving on the BART Audit Committee. Please feel free to attach *additional pages*.

IV. **Expertise**

What expertise do you have in governmental accounting, financial management, performance auditing, or conducting investigations of fraud, waste, or abuse? Attach additional sheets if needed.

V. **Technical Knowledge**

What technical knowledge do you have of accounting, financial or performance auditing, financial reporting, and internal controls, including an understanding of and ability to apply the Government

Auditing Standards, accounting standards issued by the Government Accounting Standards Board, and a recognized internal control framework. Attach additional sheets if needed.

VI. **Professional Certifications**

What relevant professional certifications do you hold, such as Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, Certified Inspector General, Certified Internal Controls Auditor, Certified Information Systems Auditor, or a similar professional certification. Attach additional sheets if needed.

VII. **No Conflicts of Interest**

Within the past 10 years have you had any affiliation with the District or with a firm that has done business with the District?

VIII. **Term**

Public members shall serve two-year terms and are eligible to serve up to six years total. There are two seats open for application.

IX. **Organizations/Group Membership**

List any organizations or groups that you belong to or are involved with that you believe bear relevance to your candidacy for service on the Audit Committee:

<b>Organization Name:</b>		<b>Position:</b>	
<b>Organization Name:</b>		<b>Position:</b>	
<b>Organization Name:</b>		<b>Position:</b>	
<b>Organization Name:</b>		<b>Position:</b>	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form and relevant attachments to the BART Office of the District Secretary:

In person or by courier: 300 Lakeside Drive, 23<sup>rd</sup> Floor, Oakland, CA 94612 or U.S.P.S. BART District Secretary's Office, P.O. Box 12688, Oakland CA 94604 or email to [boardofdirectors@bart.gov](mailto:boardofdirectors@bart.gov) .  
Feel free to call (510) 464-6080 with any questions.

**Final Filing Date - July 9, 2021 by 12:00 p.m.**

Thank you for your interest in serving on the BART Audit Committee.