



NOTICE OF VACANCIES YOU ARE INVITED TO APPLY

FINANCE/AUDIT COMMITTEE

There are three vacancies on the Finance/Audit Committee, a newly formed advisory body. The vacancies are for two two-year terms and one three-year term to allow for staggered seats. The deadline for submittal of applications to the City Clerk's Office is Tuesday, November 27, 2007.

Please see the attached application and committee information.

For additional questions please call the City Clerk at 650-330-6620.

Posted: 10/29/07



APPLICATION TO SERVE ON THE CITY OF MENLO PARK'S FINANCE/AUDIT COMMITTEE

Charge:

The primary responsibility of the Finance/Audit Committee is to facilitate public confidence in and understanding of the City's financial reports.

Specific Duties:

- Support the development of a plan to deliver timely, clear and comprehensive reporting of the City's fiscal status to the community at large
- Assist in establishment of a process for periodic financial reporting to Council and the public
- Annually review status of financial audit and annual financial report with the City's external auditors; review resolution of prior year audit findings
- Review of auditor selection process and scope, as needed
- Annual review of the City's investment portfolio

Time Commitment:

It is expected that the Committee will be in place by the end of the calendar year 2007. The Committee will likely meet three to four times a year. Initially, the Committee will likely meet more frequently, as the logistics of the committee are finalized and the members become familiar with the City's financial processes through a series of primers provided by Finance staff.

Desired Characteristics of Committee Members:

- Commitment to participate fully and constructively
- Ability to interpret financial data and identify key information of interest to the public
- Ability to assist in the articulation of complex ideas in a simplified, non-technical manner
- Experience with use of charts, graphics or other report-enhancing tools
- Aptitude for presenting information in a balanced and objective manner
- Relevant experience and expertise; e.g. finance (including especially audit and/or government accounting experience), education, and communications

Composition and Selection:

The Committee will consist of five members: two City Council Members and three community members who will be selected by the Council at large from the applications submitted on or before 5:30 pm on November 27, 2007. To provide for staggered two-year terms, the Council will first appoint one member to a three-year term, and two members to two-year terms. In the future, all members will be appointed for two year terms.

Note: All meetings of the City's Finance/Audit committee will be open to the public. They will be called, noticed and conducted in accordance with the provisions of the Brown Act.

Please complete and submit the attached application by 5:30 p.m. on Tuesday, November 27, 2007. The City Council will make appointments on December 11th, and may conduct interviews beforehand.

The following information will be helpful to the City in determining your interest in and qualifications for appointment to the City's **Finance/Audit Committee**.

Please note that the information provided in this application is public information. If you are appointed, your name, address (including e-mail), and phone numbers listed herein will be posted in public places/lists. Authorization to post on the website is requested at the end of this form.

Please type or print clearly

Name: _____

Address: _____

Mailing Address: (If different than above) _____
(residency within City limits is required)

Telephone No: _____ Number of years as a Menlo Park resident: _____

Occupation: _____ Email address: _____

Employer: _____ Business or cell phone: _____

Education: _____

Civic affiliations and community activities, including service on other City Boards, Commissions or Committees:

Please describe how your personal, community and/or professional experience relate to the Finance/Audit Committee's responsibilities:

Please describe briefly why you want to serve on the Finance/Audit Committee and what you hope to accomplish as a member:

Please describe your availability to attend meetings and note any scheduling limitations you might have:

Are you generally available to meet during the work day (8:00 – 5:00)? Yes No

Are you generally available to meet after 5:00 p.m. on weekdays? Yes No

Date:

Signature of Applicant

**Please return by 5:30 p.m. on Tuesday, November 27, 2007
to the City Clerk, City of Menlo Park,
701 Laurel Street, Menlo Park, CA 94025
Phone: 650-330-6620
Fax: 650-328-7935
E-mail: smvonderlinden@menlopark.org**

**IF I AM APPOINTED, THE CITY IS AUTHORIZED TO POST THE FOLLOWING
INFORMATION ON THE CITY'S WEBSITE:**

Home Address: Yes ____ No ____; Home Phone: Yes ____ No ____;

Business/ Cell Phone: Yes ____ No ____;

E-mail Address: Yes ____ No ____

Mailing Address rather than Home address: Yes ____ No ____

Signature of Applicant