



TERMS OF REFERENCE – AUDIT COMMITTEE

The Audit Committee is one of the four important Committees that is required by the Insurance Commission for the accomplishment of the Annual Corporate Governance Report (ACGR), to be submitted on or before May 30, 2021. In compliance with IC's requirement, CARE MBA, Inc. establish the Audit Committee with the following terms of reference:

Mandate	The Audit Committee provides independent assurance service to the Board and Management of CARE MBA, Inc. The Committee establishes internal control/review policies and procedure/develop risk assessment and audit plan.
Roles and Functions	<ol style="list-style-type: none">1. The Audit Committee provides oversight of the financial reporting policies, audit process and Association system of internal and external audit functions.2. Ensure that a review of the effectiveness of the Association's internal controls, including financial, operational and compliance controls, and risk management, is conducted at least annually.3. The Audit Committee evaluates the results of an audit with management and external auditors4. The Committee is also responsible for the appointment, recommend service fee and oversight of the work of the auditor.5. Audit committee may meet separately with the external auditors if there be any matters to discuss privately.6. The Audit Committee prepares a report to the Board of Trustees summarizing the work performed in fulfilling the committee's primary responsibilities.
Meetings	<ul style="list-style-type: none">• The Audit Committee shall meet quarterly before the regular Board meeting.• Notice of meeting shall be sent at least five days before the scheduled meeting.• CARE MBA, Inc. will reimbursement the actual travel expenses/communications expenses of the Committee members related to meeting participation.• The Secretariat shall provide assistance and support in the conduct of meetings including coordination, preparation of documents and reports, documentation and other needs of members.
Reporting	<ul style="list-style-type: none">• The Audit Committee's Chairperson shall make a report to the Board of Trustees during its regular meeting quarterly.• The Committee's Chairperson shall report once a year to the General Assembly during its Annual General Meeting.
Composition	<ul style="list-style-type: none">• The Chairman of Audit Committee shall be an Independent Trustee as recommended by the Insurance Commission.• The Committee shall be composed of at least three members.
Members 2020-2021	Chairperson: Ramon Martinez Members: Criselda Abuel Dominador S. Tamayo Joanne Ann Dubluis