Texas Nurses Association: District 7

Virtual – Microsoft Teams
November 9, 2026, at 5 PM CST

Committee Chair: Teresa Walding
Committee Co-Chair: Aubri Wood (Vice President-Elect)
Recording Secretary: To be appointed

Committee Purpose

The purpose of the **Audit/Finance Committee** is to review the financial reports and budgets, conduct yearly audits, and advise and develop financial policies on behalf of the District.

Meeting Purpose

Establish the committee's structure, responsibilities, and priorities while initiating the development of Standard Operating Procedures (SOPs) for financial oversight and audits.

I. Call to Order & Introductions
   a. Welcome and committee member introductions
   b. Review meeting purpose
II. Committee Roles & Responsibilities
   a. Review committee charge and responsibilities
   b. Clarify expectations and reporting to the Board of Directors
III. Current Financial Practices
   a. Review existing financial oversight and audit processes
   b. Identify available financial records, policies, and procedures
   c. Discuss opportunities for improvement
IV. Audit Standard Operating Procedures (SOPs)
   a. Identify essential components of the audit process
   b. Discuss documentation and recordkeeping requirements
   c. Establish priorities for SOP development
V. Committee Work Plan
   a. Assign responsibilities and deliverables
   b. Establish timeline for completing SOPs
   c. Determine meeting frequency

VI. Action Items & Adjournment
    a. Desired Outcomes:
        i. Clear understanding of committee responsibilities
        ii. Identification of current processes and gaps
        iii. Agreed-upon priorities for audit SOP development
        iv. Assigned action items and next meeting date
VII. Open Floor (if time permits)
VIII. Announcements
    a. Next General Membership Meeting: Monday, December 7, at 6 PM, Online
    b. Next Board of Directors Meeting: December 28, 2026, at 6 PM CST, E-Vote
IX. Adjournment