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**City of Seattle
Notice of Appointment**

Name: Nora Masters		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood:	Zip Code:	Contact Phone No.: N/A
Appointed to: <i>Audit Committee</i>		Date of Appointment: <i>December 12, 2011</i>
Authority (Ord., Res.): Ordinance 123622		Term of Office: From: <i>December 12, 2011</i> To: <i>December 12, 2013</i>
Background: <p>Nora Masters has extensive experience in performance and financial auditing both in the public and private sectors. For the past 10 years she's worked at Microsoft Corporation where she has served in a variety of roles including Audit Director, Integration Director in the Mergers and Acquisitions unit and her current position as the Licensing Executive Director for World Wide Licensing and Pricing.</p> <p>Earlier in her career Ms. Masters was an analyst on the Seattle City Council central staff and went on to become the City's first Auditor. Additionally, she's lead evaluations and efficiency and effectiveness reviews at the City of Bellevue and City of Austin, Texas. She has served on the U.S. Comptroller General's Advisory Council for writing Governmental Auditing Standards and has presented at many professional conferences on government auditing. Ms. Masters holds a bachelor's degree in accounting and an MBA from the University of Texas.</p>		
Authorizing Signature:  <i>Jean Godden, Councilmember, Seattle City Council</i>		Name and Title of Officer Making Appointments: <i>Seattle City Council</i>



Audit Committee

The Audit Committee was established in 2011, by the passage of Ordinance 123622, to give guidance to and be a resource for the City Auditor.

The Audit Committee consists of five members:

- Seattle City Finance and Budget Chair (Or, the Councilmember with oversight responsibility for the Office of City Auditor.)
- An executive branch representative.
- Two public members, who are not employed by the City of Seattle, appointed by the Council.
- One public member, who is not employed by the City of Seattle, appointed by the Mayor.

For all members, except the Councilmember, the term of membership is two years; a member may serve a maximum of two full terms. At the expiration of a member's term, the member shall serve until his or her replacement is appointed. The Council's Finance and Budget Chair's membership lasts as long as that person chairs the committee.

In order to achieve staggered terms, the first terms of the initial members are as follows.

- The representative of the Executive branch and one of the Council-appointed public members will serve two-year terms.
- The second Council-appointed public member and the Mayor-appointed public member will serve three-year terms.

Position	Name	Appointed by	Notes
Chair	Finance and Budget Chair, Seattle City Council	N/A	
Executive Branch Representative		N/A	2 year initial term
Public Member	Russell Lidman	Council	3 year initial term
Public Member	Nora Masters	Council	2 year initial term
Public Member		Mayor	3 year initial term

*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor										
Council	1	1	2							2
Other Bodies										
Total										

**Other includes diversity in any of the following: race, gender and/or ability

September 1, 2011

Dear City of Seattle,

Please accept my interest in applying for a volunteer position on the Audit Committee for the City of Seattle.

In addition to the experience listed in my resume, I have performed in the following roles:

- Director in the Enterprise Risk Services providing business process assurance, internal audits, performance audits, risk assessments, internal control reviews and other services in Deloitte and Touche's Seattle office.
- 10 years of performance and operational review experience as the City Auditor and as a City Council Policy Expert for the City of Seattle.
- An additional three years in leading evaluations and efficiency and effectiveness reviews at the City of Bellevue, Washington, and City of Austin, Texas.
- Practiced as a CPA for three years for a big eight accounting firm.
- Served as the Vice Chair of the International Government Relations Committee and Professional Development as well as the International Membership Chair for the Institute of Internal Auditors.
- Completed three year term on the U.S. Comptroller General's Advisory Council for writing the Governmental Auditing Standards.
- I have been a presenter at many professional conferences including the National Association of Local Government Auditors, the Institute of Internal Auditors, and the Intergovernmental Audit Forum.
- Was an internal audit instructor for the Institute of Internal Auditors including courses in COSO, Marketing the Audit Function, Value Added Business Controls and the Audit Lead.

I look forward to participating on the committee in the role of assisting in ensuring the Audit Function at the City of Seattle maintains its value to the city and its citizens as well as its integrity.

Most sincerely,

Nora Masters

Nora Masters

425-705-8896 (work)

noram@microsoft.com

University of Texas MBA, State of Washington CPA, Certified Internal Auditor (CIA).

EXPERIENCE

- Microsoft Corporation** Redmond WA **2001-Present**
- Licensing Executive Director, World Wide Licensing and Pricing** **2005 -Present**
Leads a team of Licensing Executives to execute and drive the business goals of the Sales Organization while balancing the risks representing Microsoft Corporation and the customer. Work directly with Microsoft's largest commercial customers in architecting and negotiating multi-million dollar licensing solutions as well as Microsoft's small and medium customers.
- Integration Director, Mergers and Acquisitions** **2004 - 2005**
Partnered with Corporate Development, Business Group executives and functional groups while managing virtual teams of ten and greater managers along with functional leads in Finance, Human Resources, Sales and Marketing, Licensing, Operations, and Legal in mergers and acquisition integrations.
- Audit Director** **2001 - 2004**
Provided risk assessment and mitigation strategies to company impacting the overall customer experience and stakeholder confidence with key impact in Sales and Marketing, Microsoft Business Solutions(MBS), Legal and Corporate Affairs, World Wide Operations.
- Director, Deloitte and Touche, LLP** Seattle, WA **1998 - 2000**
Partnered in development, growth, sales, and management of new risk management and assessment practice, influencing national firm strategy.
- Seattle City Auditor Executive** Seattle, WA **1993 - 1998**
Designed, implemented, marketed and led the City's new audit function.
- Policy and Budget Analyst, City of Seattle City Council** Seattle, WA **1991 - 1993**

EDUCATION

- UNIVERSITY OF TEXAS** Austin, Texas **1989**
M.B.A. - Management and Marketing
- UNIVERSITY OF TEXAS** Arlington, Texas **1983**
B.B.A. - Accounting