

Approved

MISSION

The Editorial Board directs, oversees and sets the tone and direction for the Association of Healthcare Internal Auditors (“AHIA”) professional journals, both print and digital, to provide professional guidance and support the educational and resource material needs of the AHIA membership and the profession at large.

ROLE

The Editorial Board, a subcommittee of the AHIA Publications Committee, is responsible for: Professional Journal Administration

- Publishing the “New Perspectives” professional journal at least quarterly in print and digital formats, and publishing the “Digital Insights” professional journal at least semi-annually in digital-only format.
- Maintaining alignment of AHIA professional journals with the priorities and evolving competencies in the AHIA Strategic Plan and the body of knowledge for a healthcare internal audit certification.
- Receiving and addressing input from AHIA members and feedback from authors related to AHIA professional journals.
- Collaborating with the Editor to identify potential content and authors, encouraging the submission of high-quality content related to current issues and interests in the healthcare internal auditing field, and maintaining and developing positive relationships with authors and potential authors.
- Monitoring the quality of AHIA’s professional journals, including maintaining “refereed and peer-reviewed” status.
- Providing guidance and guidelines to assist with content development related to AHIA professional journals, including the development and maintenance of editorial standards.

AHIA Board and Committee Relationships

- Preparing and recommending an annual budget for AHIA professional journals to the AHIA Board Finance Committee.
- Recommending to the AHIA Publications Committee and Board of Directors (“AHIA Board”) new publications to be funded or partnered.
- Recommending to the AHIA Publications Committee and the AHIA Board the appointment and termination of the Editor.
- Recommending to the Membership and Awards Committee and the AHIA Board the recipient of the Author(s) of the Year award for presentation at the Annual Conference. (Many articles are co-authored by members, and if a coauthored article is the winning article, all the AHIA members participating in authoring will be honored accordingly.)

Editorial Board Administration

- Recommending guidelines on acceptable advertising for AHIA’s professional journals.
- Overseeing the activities of the Editor, publisher and printer and performing an annual assessment of the Editor.
- Approving the selection of the publisher and printer based on the recommendation of the Editor and AHIA’s association management company.

MEMBERSHIP

Editorial Board Composition: The Editorial Board total membership should be a minimum of five not to exceed fifteen voting members and should include a balance of AHIA members as well as non-members who, in combination, help to maintain the desired status of AHIA publications and an appropriate balance of unbiased perspective and expertise in the contemporary core competencies of healthcare internal audit practitioners. In this regard, greater than 50% of the total voting Editorial Board membership shall be represented by practitioner members, where a practitioner is defined as an audit professional working for an organization that provides direct non-consulting healthcare services, such as a provider or payer.

The balance of the membership shall include at least one member from academia, to the extent such candidates are available. The overall structure of the Editorial Board shall be constituted as follows:

- Leadership: The Editorial Board shall have a Chairperson and a Vice Chairperson

- Chairperson – The Chairperson shall be an AHIA member with previous relevant AHIA volunteer experience. The Chairperson is appointed and ratified by the AHIA Board. The AHIA Publications Committee and the AHIA Board will be informed of any changes in leadership and provide assistance in filling the chairperson position, as required. The Chairperson shall be a voting member of the Editorial Board. The term of office for the Chairperson shall be for two years or until a successor is chosen.
- Vice Chairperson – The Vice Chairperson shall be an AHIA member with previous relevant AHIA volunteer experience. The Vice Chairperson is nominated annually by the Chairperson and approved by the full Editorial Board. The Vice Chairperson will act as Chairperson in the absence of the Chairperson.
- Board Liaison – An AHIA Board member will serve as a voting member on the Editorial Board and function as a liaison to the AHIA Board of Directors. The Liaison will facilitate discussion between the Editorial Board, the Publications Committee and the AHIA Board, and bring forward challenges and opportunities to/from the AHIA Board.
- Other Voting Members – All other Editorial Board members shall either be a member in good standing of the AHIA or specifically approved by the AHIA Board.
- Ex Officio Member – The AHIA's Executive Director, or his/her designee, shall serve as an Ex Officio, non-voting member.

Editorial Board membership additions shall be based on references and be appointed by a majority vote of all Editorial Board members.

RESPONSIBILITIES

The Editorial Board Chairperson is responsible for:

- Serving as Chairperson for all meetings of the Editorial Board.
- Appointing any subcommittee of the Editorial Board with the advice and consent of the Editorial Board.
- Assuring that meeting records are maintained.
- Coordinating activities with other subcommittees of the Publications Committee involved in publication, including newsletters and whitepapers.
- Designating the Vice Chairperson of the Editorial Board to chair meetings in his/her absence.
- Recommending appointments of members of the Editorial Board.

AHIA Editorial Board Members shall be responsible for:

- Contributing to the execution of strategies and goals, annual or otherwise, of the Editorial Board.
- Contributing to the identification of potential content and authors.
- Reviewing articles submitted for publication and providing input to the Editor on content and suitability for publication.
- Assisting in the promotion of AHIA's professional journals.
- Participating in a majority of the Editorial Board meetings.
- Volunteering periodically for additional responsibilities or special projects.

MEETINGS

The Editorial Board will conduct its business through an ongoing schedule of meetings, either in person or through conference calls. Meetings will be held at least four times a year. Decisions will be made when 50 percent or more of the voting members are present. Decisions will usually be reached by consensus. When consensus decisions are not possible, decisions will be made by a majority vote.