

## Mission

The AHIA Annual Partners and Affiliations Committee has been established by the Association of Healthcare Internal Auditors (AHIA) Board of Directors to develop and support annual partnerships and affiliations with like minded organizations in alignment with AHIA's strategic plan.

## Duties

**It is the duty of the Annual Partners and Affiliations Committee to carry out the purposes and objectives in accordance with this charter:**

- ▲ Identify affiliate and annual partnership prospects
- ▲ For the annual partnership program support the Executive Director and/or designee with the annual outreach activities; review annual partnership program prospectus and provide recommendations to the Board
- ▲ For new affiliation(s) identified, develop objectives, expectations, benefit structure and deliverables, short-term and long-term, and develop affiliation agreements (or Memorandum of Understanding "MOUs")
- ▲ Monitor progress to commitments made in affiliation agreements/MOUs
- ▲ Maintain relationships with affiliates and annual partners
- ▲ Ensure linkage to, and collaboration with, other AHIA Committees impacted by the annual partnerships and affiliations, such as, certification, advertising and promotions, regional, roundtable, virtual and annual conference commitments, and membership
- ▲ Provide recommendations to the Board of Directors

## Meetings

The Annual Partners and Affiliations Committee will conduct business of the committee through an ongoing schedule of meetings, conference calls and electronic communications. The Committee will utilize a consensus decision making process when possible. When consensus decisions are not possible, decisions will be made by a simple majority of a roll call vote.

## Membership

Estimated time commitment is three to five hours per month.

- ▲ **Committee Leadership:** The Committee shall have a Chair that is an experienced AHIA member as appointed by the Chair of the Board of Directors. The Committee Chair's term shall be for three years or until a successor is chosen by the Chair of the Board of Directors. All other Committee members shall be a member in good standing of AHIA.
- ▲ **Other Committee members shall include:**  
The Association's Executive Director or his/her designee serves as an Ex Officio member. A Vice Chair of the Board of Directors serves as a liaison between the Committee and the Board.

## Responsibilities

**The Annual Partners and Affiliations Committee authority and decision making**

- ▲ The Committee is accountable to, and directed by, the AHIA Board of Directors.
- ▲ The Committee may not enter into legal or binding agreements on behalf of AHIA without approval by the AHIA Board.
- ▲ The Committee nor any members have authority over AHIA contracted management, resources or staff.
- ▲ Members shall not receive compensation, or other tangible or financial benefit for service in this capacity; however the AHIA Board may authorize payment to members of actual reasonable expenses incurred regarding attendance at committee meetings and other approved activities.

**Chair responsibilities**

- ▲ Serving as Chair for all meetings of the Committee.
- ▲ Appointing the Committee members needed to deliver on the duties and mission.
- ▲ Coordinating appointment of members.
- ▲ Coordinating ongoing activities of the Committee.
- ▲ Appointing a member of the Committee to chair meetings in his/her absence.
- ▲ Reporting Committee activities to the Board.
- ▲ Producing minutes of all meetings of the Committee.
- ▲ Maintaining the roster of Committee members.
- ▲ Coordinating and scheduling Committee meetings.

*Drafted November 30, 2022, for AHIA Board Approval*