

Mission

To establish and maintain a professional communication and publication program that supports the AHIA mission, demonstrates AHIA leadership in the healthcare internal audit profession, and responds to the professional needs of the AHIA membership.

Role

The Publications Committee is responsible for:

- ▲ Developing and recommending strategic direction of publications to support the professional guidance and reference needs of AHIA members.
- ▲ Recommending to the AHIA Board of Directors (“AHIA Board”) new publications/content to be funded, partnered, etc.
- ▲ Promoting the appropriate level of quality assurance through the communication and publication program.
- ▲ Managing financial budget expectations for the Publication’s subcommittees.
- ▲ Supporting the objectives of the Editorial Board, E-News and White Paper Subcommittees.
- ▲ Facilitating alignment of publication topics among the Editorial Board, E-News and White Paper Subcommittees.

Meetings

The Publications Committee will conduct committee business at least three times annually either in person or through conference calls. The Committee voting will be through consensus unless majority vote of the full Committee is required.

Membership

Committee Leadership: The Publications Committee shall have a Chair and a Secretary. A minimum of four voting members will include, Publications Subcommittee chairs and the AHIA Board Liaison. All Publication Committee members shall be a member in good standing of the Association.

Chair: The Publications Committee shall have a Chair that is a current Chair of the Editorial Board or E-News or White Paper Subcommittees. The Committee Chair’s term shall be for one year and will rotate annually among the Chairs of the Editorial Board, E-News or White Paper Subcommittees.

Secretary: The Secretary shall be appointed annually by the Chair from the membership of the Publications Committee.

Responsibilities

The Publications Committee Chair is responsible for:

- ▲ Serving as Chair for all meetings of the Publications Committee and establishing agenda items and follow up.
- ▲ Coordinating with the Chairs of the Editorial Board, E-News and White Paper Subcommittees to communicate direction from the AHIA Board as far as strategy or approved decisions that need to be implemented.
- ▲ Facilitating the resolution of issues raised by the Chairs of the Editorial Board, E-News or White Paper Subcommittees.
- ▲ Coordinating the completion of a bi-monthly AHIA Committee Report for the Publications Committee, and submitting it to the AHIA Board Liaison for presentation to the AHIA Board.

The Secretary is responsible for:

- ▲ Producing minutes of all meetings of the Publications Committee.
- ▲ Maintaining the roster of Publications Committee members.
- ▲ Coordinating and scheduling Publication Committee meetings.
- ▲ Communicating or clarifying AHIA policies for the Publication Committee members, as required.

AHIA Publications Committee Members shall be responsible for:

- ▲ Attending and actively participating in a majority of the Publication Committee meetings and making recommendations to the AHIA Board for AHIA Publications.
- ▲ Supporting the AHIA Board direction for AHIA Publications.
- ▲ Recommending agenda items for each meeting.
- ▲ Providing strategic direction, input and ideas to the subcommittees as to topics, type of media, journals or publications, budgets and providing other feedback as required.
- ▲ Volunteering for additional responsibilities or special projects, as required.

*Revised and Approved by the Publications Committee;
Approved by AHIA Board of Directors.*