

Mission

To ensure the Association of Healthcare Internal Auditors' regional conferences support its mission and are responsive to the needs of the Association membership and the profession at large.

Role

The Roundtables and Regionals Committee role includes:

- ▲ Developing and overseeing the Roundtable and Regional Conferences to support the Annual Partnership Program, at a minimum.
- ▲ Working closely with the Annual Partnership Program Committee Chair to fulfill the Annual Partnership commitments.
- ▲ Ensuring the offerings support the certification process.

Meetings

The Committee will conduct business through an ongoing schedule of periodic (e.g., monthly, quarterly) 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

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 Committee's 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 subcommittee and taskforce members with the chair of the respective subcommittees and taskforces, as needed.
- ▲ 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 December 9, 2022, for AHIA Board Approval