

MISSION

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

ROLE

The Webinar Subcommittee is responsible for:

- ▲ Developing/overseeing 10-12 Webinars to be held approximately monthly, or as requested by Board.
- ▲ Determining topics and engaging speakers for each Webinar.
- ▲ Working closely with the other Virtual Learning Subcommittee Chairs to provide coordinated virtual learning events.
- ▲ Ensuring virtual learning events comply with all NASBA requirements.
- ▲ Ensuring virtual learning events support the certification process, while remaining independent.

Meetings

The Webinar Subcommittee will conduct the business of the subcommittee through an ongoing schedule of periodic (e.g. monthly, quarterly) conference calls and electronic communications. The Subcommittee 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

Subcommittee Leadership: The Webinar Subcommittee shall have a Chair that is a member in good standing of the Association as appointed by the Chair of the Virtual Learning Committee and the Board Liaison. The term of the Chair shall be for two years or until a successor is chosen by the Chair of the Virtual Learning Committee and approved by the Chair of the Board of Directors.

Other Subcommittee members shall include:

- ▲ The Chair of the Virtual Learning Subcommittee.
- ▲ The Board Liaison assigned to Virtual Learning by the Chair of the Board of Directors.
- ▲ Subcommittee members that are members in good standing of the Association.
- ▲ The Association's Education Director and/or Education Administrator (non voting member).
- ▲ Total membership should not exceed eight voting members.

Responsibilities

The Chair is responsible for:

- ▲ Serving as Chair for all meetings of the Webinar Subcommittee.
- ▲ Coordinating with a member of the Webinar Subcommittee or the Virtual Learning Subcommittee Chair to Chair meetings in his or her absence.
- ▲ Coordinating the appointment of Webinar Subcommittee members with the Chair of the Virtual Learning Subcommittee.
- ▲ Working with the Virtual Learning Subcommittee Chair and Virtual Learning Board Liaison on the development of the Webinar Subcommittee charter and annual goals and objectives for review and approval by the Education Committee and Board of Directors.
- ▲ Coordinating the ongoing activities of the Webinar Subcommittee with those of the other Virtual Learning Subcommittee, Education Committee, and the Education Strategy.
- ▲ Coordinating the ongoing activities of Webinar Subcommittee to ensure educational offerings are aligned with the Body of Knowledge and support the certification process.
- ▲ Coordinating the ongoing activities of the Webinar subcommittee to ensure topics and speakers are identified and approved for monthly Webinars that are scheduled approximately six months in advance, materials are reviewed prior to each Webinar, and Webinar evaluation results are reviewed by the subcommittee and provided to each speaker in a timely manner.

The Association's Education Director and staff shall be responsible for:

- ▲ Coordinating and scheduling Webinar Subcommittee conference calls.
- ▲ Producing minutes for Webinar Subcommittee meetings.
- ▲ Maintaining the Webinar Subcommittee roster.
- ▲ Maintaining the Webinar schedule and Webinar Worksheet.
- ▲ Scheduling Webinars with approved speakers, holding practice sessions with the speakers, conducting/administering Webinars as scheduled, and providing Webinar evaluation results to the Webinar Subcommittee.