

Mission/Goals

To oversee production of high quality healthcare and audit white paper publications that are responsive to the professional and educational needs of AHIA's members and the healthcare Internal Audit profession, support the AHIA mission, and help demonstrate AHIA's leadership in the healthcare internal audit profession.

Role

The White Paper Subcommittee is responsible for:

- ▲ Developing and recommending strategic direction of publications to support the professional guidance and reference needs of AHIA's members and the healthcare Internal Audit profession.
- ▲ Producing 4-6 high quality healthcare and audit white paper publications annually.
- ▲ Recommending to the AHIA Publications Committee new publications/content to be funded, partnered, etc.
- ▲ Promoting the appropriate level of quality assurance through the communication and white paper publication program.
- ▲ Understanding and adhering to financial budget expectations for the White Paper Subcommittees.
- ▲ Supporting the objectives of the AHIA's other publication and education subcommittees (Editorial Board and E-News).
- ▲ Facilitating alignment of publication topics among the Editorial Board and E-News and White Paper Subcommittees.

Meetings

The White Paper Subcommittee will conduct committee business at least once annually either in person or through a conference call. The Subcommittee voting will be through consensus unless majority vote of the full Committee is required.

Membership

Committee Leadership: The White Paper Subcommittee shall have a Chair, a Vice Chair, and 2-3 additional members. A minimum of three voting members is required. All Committee members shall be in good standing with the Association.

Chair: The White Paper Subcommittee shall have a Chair who will also serve on the Publications Committee. The Subcommittee Chair's term shall be for at least one year and may rotate annually among White Paper Subcommittee members, if desired.

Vice Chair: The Vice Chair shall be a member of the White Paper Subcommittee and shall be responsible for offering support and guidance to the Chair, serving as an alternate to the Publications

Committee as needed, and serving as a White Paper Subcommittee Chair alternate, should the Chair resign or vacate the White Paper Subcommittee Chair position.

Responsibilities

The White Paper Subcommittee Chair is responsible for:

- ▲ Serving as Chair for all meetings of the White Paper Subcommittee and establishing agenda items and follow up.
- ▲ Providing periodic status updates to White Paper Subcommittee members and the Publications Committee Chair.
- ▲ Communicating information from the Publications Committee to the White Paper Subcommittee members that has been directed by the Board of Directors ("BOD") regarding strategy or other decisions to be implemented.
- ▲ Facilitating the resolution of issues raised by White Paper Subcommittee members.
- ▲ Coordinating the completion of periodic AHIA Committee Report for White Paper Subcommittee, and submitting it to the Publications Committee Chair for presentation to the Board Liaison.
- ▲ Working as a liaison to authors of whitepapers to facilitate publication by providing whitepaper ideas and drafts to White Paper Subcommittee members for timely review and content revisions for whitepapers.

AHIA White Paper Subcommittee Members are responsible for:

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

Revised and Approved by the White Paper Subcommittee 5/6/2018; Approved by AHIA Board of Directors 6/27/2018