

### MISSION

To ensure the Association of Healthcare Internal Auditors' annual conference(s) support its mission and is responsive to the needs of the Association membership and the profession at large.

### ROLE

**Annual Conference Committee (Committee) is responsible for:**

- ▲ Soliciting input from AHIA members regarding the education needs of the profession.
- ▲ Coordinating Annual Conference and periodic Virtual Conference educational offerings as requested by the AHIA Board of Directors (Board).
- ▲ Submitting appointment and termination of Committee Chair for Board approval.
- ▲ Providing support to and coordinating with the Certification Committee, while remaining independent, to ensure educational offerings support the Association's Body of Knowledge.
- ▲ Establishing a sub-committee to review and ensure conference sessions meet the National Association of State Boards of Accountancy (NASBA) and the American Institute of Certified Public Accountants (AICPA) requirements.
- ▲ Maintaining Speaker Reimbursement Guidelines as approved by the Board.
- ▲ Providing support to and coordinating with other AHIA committees and sub-committees, while remaining independent, as necessary for the mutual benefit of AHIA.

### 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 a member in good standing of the Association as appointed by the Chair of the Board.

- ▲ The Chair shall coordinate the Annual Conference and periodic Virtual Conference activities.
- ▲ The term of the Chair shall be for two years or until a successor is chosen by the Chair of the Board.

The Committee shall also identify and have a Vice-Chair that is a member in good standing of the Association.

- ▲ The Vice-Chair shall assist the Chair in coordinating the Annual Conference and periodic Virtual Conference activities.
- ▲ The term of the Vice-Chair shall be for one year or until a successor is chosen by the Committee Chair.

**Committee Members will consist of:**

- ▲ Members in good standing of the Association as appointed by the Committee Chair.
- ▲ Member positions will include one (1) keynote leader, one (1) pre-conference leader, and track leaders for each respective track associated with the Annual Conference<sup>1</sup>.
- ▲ Additional committee members include the Board Liaison over the Committee and non-voting AHIA Management Company Executive Director and staff.
- ▲ Total Committee membership should not exceed twelve voting members, including Committee Chair, Vice-Chair, and Board Liaison.

### Responsibilities

**The Chair is responsible for:**

- ▲ Serving as Chair for all meetings of the Committee.
- ▲ Managing the activities of the Committee and serves as liaison between the Committee and staff of the AHIA management company.
- ▲ Appointing Committee members.
- ▲ Updating the Committee charter, including goals and objectives for review and approval by the Board.
- ▲ Overseeing and coordinating ongoing activities of the Committee's members to ensure educational offerings (1) meet AHIA membership needs and (2) are aligned with the Body of Knowledge.
- ▲ Providing input on, and managing components (e.g., keynote and pre-conference expenses) of, the annual conference budget as approved by the Board along with the Board Chair and AHIA's management company.
- ▲ Recruiting new Committee members as needed to fulfill committee responsibilities.
- ▲ Providing reports of Committee activities to Board Liaison for Board review and approval, as needed.
- ▲ Coordinating a periodic Virtual Conference, as needed.
- ▲ Appointing a member of the Committee to chair meetings in his or her absence.

**The Vice-Chair is responsible for:**

- ▲ Fulfilling the responsibilities of the Chair in the Chair's absence.

**Committee Members are responsible for:**

- ▲ Reviewing speaker abstracts and soliciting speakers.
- ▲ Obtaining speakers to fill conference tracks.
- ▲ Communicating speaker reimbursement guidelines prior to engagement.
- ▲ Reviewing speaker presentation content to ensure materials are current, relevant, and technically accurate.
- ▲ Meeting Annual Conference and periodic Virtual Conference timelines.

<sup>1</sup> The number of Annual Conference tracks will be reviewed and approved by the Committee Chair and Board each year to align with the needs of the Association membership and the profession at large.

- ▲ Attending and actively participating in a majority of the Committee meetings.
- ▲ Volunteering for additional responsibilities or special projects as required.

**The Association's Executive Director and their staff are responsible for:**

- ▲ Managing the approved Annual Conference budget with input from the Committee Chair and Board Liaison.
- ▲ Coordinating and scheduling Committee meetings.
- ▲ Producing minutes of all meetings of the Committee.
- ▲ Maintaining the roster of Committee members.
- ▲ Coordinating and maintaining records associated with the Committee, including retaining evidence for NASBA/AICPA certification.

*Revised and Approved by the Annual Conference Committee Chair and Board Liaison, xx/xx/2023; Reviewed and Approved by the AHIA Board of Directors, 08/01/2024.*