

# Item Writer Sub-Committee Charter **2022**

## MISSION

To develop and update the content for the AHIA Certified Healthcare Internal Audit Professional (CHIAP) certification program exam.

## ROLE

**The Item Writer Sub-Committee (IW) is responsible for:**

- ▲ Participating in the item writer training and item writer workshops
- ▲ Developing and updating exam content, within the established competency domains for the CHIAP certification exam
- ▲ Develop sample exam questions to support exam candidate preparation as needed

## Meetings

The IW will conduct business of the Sub-Committee through an ongoing schedule of conference calls and/or Zoom meetings and electronic communications. The Sub-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

**Sub-Committee Leadership:**

- ▲ **Chairperson**, an experienced AHIA member as appointed by the Chair of the Certification Committee (CC); serving a term for three (3) years or until a successor is chosen by the Chair of the CC. The IW Chairperson can be reappointed for an additional three (3) year term.

**Other Sub-Committee members shall include:**

- ▲ The Association's Executive Director as an Ex Officio member, or his/her designee
- ▲ Other members in good standing of the Association as appointed by the CC Chairperson
- ▲ Other Sub-Committee members shall serve a term of three (3) years, and may be reappointed for an additional three (3) year term
- ▲ Total membership should be a minimum of ten (10) but not to exceed thirty (30) voting members.

## Responsibilities

**The Chairperson is responsible for:**

- ▲ Chairing all meetings of the IW
- ▲ Coordinating and communicating with the CC chairperson on actions carried out, challenges and/or issues identified by the Sub-Committee, and recommendations on policies and procedures (new and updated) related to Sub-Committee responsibilities towards achieving the Board of Directors strategic direction
- ▲ Assuring meeting records are maintained
- ▲ Appointing a member of the IW to chair meetings in his/her absence

**The Association's Executive Director, or their designee, shall be responsible for:**

- ▲ Producing minutes of all meetings of the IW
- ▲ Maintaining the roster of IW members
- ▲ Coordinating and scheduling Sub-Committee meetings

**All Other Sub-Committee Members shall be responsible for:**

- ▲ Attending and actively participating in a majority of the IW meetings
- ▲ Supporting the strategic initiatives of the Board of Directors and the on-going development of exam content
- ▲ Volunteering for additional responsibilities or special projects, as required.

*Approved by the Certification Committee 1/13/2022*

*Approved by AHIA Board of Directors 3/23/2022*

*Redline approved by AHIA Board of Directors*

*7/14/2024*