

MISSION

To create and maintain the infrastructure of the AHIA Audit Library and Subject Leader Program as necessary to facilitate the sharing of AHIA Member experience and knowledge to the benefit of all.

ROLE

The Professional Practices Committee is responsible for the following key elements:

- ▲ **Identification and Communication of Emerging Issues**
Identify and establish hot topic priorities within the audit and healthcare industry to promote needed discussion, give priority to audit library resources and AHIA strategies, and provide support to AHIA's education and publication focus. The committee will work through member survey, the Subject Leader program and other necessary means to create mechanisms that capture and communicate relevant emerging issues.
 - ▲ **AHIA Audit Library Development & Maintenance**
Develop and maintain infrastructure to support a robust and AHIA Member-driven audit library capable of meeting member needs. (The Infrastructure will include standard industry classifications, user friendly submittal procedures, and technology-enabled maintenance/review conducted by those with subject matter experience.) The maturity of infrastructure elements will drive the annual priorities of the Committee.
 - ▲ **Subject Leader Program Development & Monitoring**
Promote member interaction and knowledge sharing through capture of the member experience through skill survey and development of a formalized AHIA Subject Leader Program. Oversee the designation of at least 10 Subject Leader positions, reviewed annually, based on member need and emerging issues. Develop and routinely update job descriptions, duties and an operating manual for the program. Solicit, Interview, recommend for appointment and coordinate Subject Leaders. Finally, ensure that Subject Leaders are utilized effectively by both members and other AHIA committees, and recognized publically for their contributions.
- The technology committee will serve (in total) as the Subject Matter Leader for technology related topics.
- ▲ **Promoting Quality Member Conversation**
Regularly review member conversation on the list-serv and LinkedIn postings to stay atune to and help align Subject Leaders with member needs. Coordinate efforts with the Tech Committee and other committees as nessary.

Meetings

The Professional Practices Committee will conduct the business of the committee through an ongoing schedule of conference calls and electronic communications. A [Committee website](#) or other colaborative mechanism will be the location for Committee materials including minutes and documents under development. The Committee and any subcommittees 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 Professional Practices Committee will have a Chair. The Chair shall be a current member of the organization who is not a board member. The term of office for the Chair shall be for two years or until a successor is appointed by the Board of Directors. Total committee membership should not exceed twelve voting members.

Other Members

- ▲ The Chair of the Board of Directors will also appoint a Board liaison.
- ▲ Other members are appointed by the Chair.
- ▲ The Association's Executive Director or designee as an Ex Officio, non-voting member.

Responsibilities

The Professional Practices Committee Chair is responsible for:

- ▲ Collaborating with other AHIA Committee Chairs to serve common AHIA objectives.
- ▲ Serving as Chair for all Professional Practices Committee meetings.
- ▲ Appointing any subcommittees of the Professional Practices Committee with the advice and consent of the full Committee.
- ▲ Coordinating activities of subcommittees with those of the Professional Practices Committee.
- ▲ Appointing a member of the Professional Practices Committee to chair meetings in their absence.
- ▲ Designating an Ex Officio or Committee member to Serve as Committee Secretary and in that role produce minutes of all meetings of the Professional Practices Committee, maintain the roster of Committee Members, post materials to the [Committee website](#) and coordinate scheduling of meetings.