

MISSION

To ensure the Association of Healthcare Internal Auditors (AHIA) communications and publications support its mission and are responsive to the needs of the AHIA membership and the profession at large.

ROLE

The Publications Committee is responsible for:

- ▲ Issuing the “*New Perspectives*” professional journal at least quarterly.
- ▲ Receiving and addressing input from AHIA members related to all AHIA publications.
- ▲ Providing guidance for and assisting with content development related to all AHIA publications (including content for electronic media, such as the AHIA Web Site), including the development and maintenance of core Publications standards.
- ▲ Recommending to the AHIA Board new publications to be funded, partnered, etc.
- ▲ Recommending to the AHIA Board the appointment and termination of editors, publisher, printer, and non-member appointments to the Committee.
- ▲ Recommending guidelines and providing advice to the AHIA Board on acceptable advertising (Specifically, advertising will be limited to no more than 20% of the total page count of *New Perspectives* and must be appropriate to the mission of AHIA.)
- ▲ Selecting and recommending to the AHIA Board of Directors the Author of the Year awards (one member and one non-member), within the timeframe established by the Conference Committee.
- ▲ Preparing and recommending an annual budget to the AHIA Finance Committee.
- ▲ Overseeing the activities of the editor, publisher, and printer.

Meetings

The Publications Committee will conduct committee business through an ongoing schedule of electronic communications and meet at least four times a year either in person or through conference calls. The Committee and any subcommittees will utilize a consensus decision-making process when possible. When consensus decisions are not possible, decisions will be made via a meeting and decision of the full Committee.

Membership

Committee Leadership: The Publications Committee shall have a Chairperson and a Secretary.

Chairperson: The Chairperson shall be a current director or officer of the AHIA or other experienced AHIA member. The Chairperson is appointed by the Committee with the written or verbal agreement of the AHIA Chairperson of the Board of Directors. The Committee Chair shall be a voting member. The term of office for the Chairperson shall be for two years or until successors are chosen by the Committee.

Secretary: The Secretary shall be a member of the Committee as appointed by the chairperson of the Committee or elected by a vote of the Committee. The Secretary shall serve a term as established by the Committee. The Secretary shall be voting member unless established otherwise by Committee vote.

Other Voting Members: An AHIA Board member designated by the Board shall serve as a voting Committee member. All other Publications Committee members shall be either members in good standing of the AHIA or specifically approved by the AHIA Board of Directors. Total membership should be a minimum of five not to exceed ten voting Committee members. Publications Committee membership should include a balance of members and non-members designed to maintain the desired status of AHIA publications and to ensure an appropriate balance of unbiased review and expertise. In this regard, greater than 50% of the total voting Publications Committee membership shall be represented by practitioner members, where a practitioner is defined as an internal audit professional working for an organization that provides direct non-consulting healthcare services, such as a provider or payer. The balance of the membership shall include at least one member from academia; to the extent such candidates are available. Committee membership additions shall be based on documented references and be appointed by a majority vote of all Committee members. The Association’s Executive Director shall serve as an Ex Officio, non-voting member.

Responsibilities

The Publications Committee Chair is responsible for:

- ▲ Serving as Chairperson for all meetings of the Publications Committee.
- ▲ Appointing any subcommittee of the Publications Committee with the advice and consent of the Publications Committee.
- ▲ Coordinating activities of subcommittees with those of the Publications Committee.
- ▲ Appointing a member of the Publications Committee to chair meetings in their absence.

The Secretary is responsible for:

- ▲ Producing minutes of all meetings of the Publications Committee.
- ▲ Maintaining the roster of Publications Committee members.
- ▲ Coordinating and scheduling Committee meetings.

AHIA Publications Committee Members shall be responsible for:

- ▲ Attending a majority of the Committee meetings.
- ▲ Being available to review articles for the *New Perspectives* publication.
- ▲ Volunteering as time allows for additional responsibilities or special projects.

*Revised and Approved by Publications Committee 7/14/2010;
Approved by AHIA Board of Directors 7/28/2010*