



Technology Committee Charter

Mission

To ensure the Association of Healthcare Internal Auditors effectively leverages the use of technologies in delivering services to our members and facilitates the sharing of technology related tools and techniques through education offerings, website knowledge bases, and resources.

Role

The Technology Committee is responsible for:

AHIA Website Oversight and Enhancement

Periodically review the AHIA website for cost effective best practices and service to members. Identify potential enhancements and make recommendations for improvement to the AHIA Executive Director and Board of Directors. Perform monthly verification that all links provided on the site are still active and review metrics on website and components usage. Periodically survey members to determine what website features would be of most benefit to them.

AHIA Audit Library

Enhance the AHIA Audit Library to include updated and current materials in the following areas:

- ▶ Audit Programs and Checklists
- ▶ Audit Administrative Documents
- ▶ Audit Documents
- ▶ Audit Reports
- ▶ Audit Brochures
- ▶ Terms and Acronyms
- ▶ IT/CAAT Resources

IT Audit/Information Security Education & Awareness

Contribute to the design and content of the technology track for the AHIA annual conference workshops to further AHIA members' understanding of key technologies; IT related internal controls; computer assisted audit techniques; and the design and use of ongoing monitoring and "early warning" software techniques.

Sharing Technology Related Internal Audit Best Practices

Provide forums for sharing technology-related internal audit and controls best practices. Develop mechanisms for contributing to a Technology Corner column in each edition of New Perspectives which would cover hot topics, news and tips on technology and current risks in the IT world. Strive to further vendor relationships and identify partnership opportunities with other professional organizations.

List –Serve Monitoring

Regularly review list-serve postings to ensure that content is acceptable and in accordance with established List-serve guidelines.

Meetings

The Technology Committee will conduct business of the committee through an ongoing schedule of conference calls and electronic communications. 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

The Technology Committee will have a Chair. The Chair shall be a current director or officer of the Association and shall be appointed by the Chair of the Board of Directors. The term of office for the Chair shall be for two years or until successors are chosen by the Board of Directors. Total membership should not exceed twelve voting members.

The Chair shall be responsible for:

- ▶ Serving as Chair for all Committee meetings
- ▶ Appointing any subcommittees of the Technology
- ▶ Committee with the advice and consent of the Technology Committee
- ▶ Coordinating activities of subcommittees with those of the Technology Committee
- ▶ Appointing a member of the Technology Committee to chair meetings in their absence
- ▶ Serving as Committee Secretary and in that role produce minutes of all meetings of the Technology Committee, maintain the roster of Committee members, and coordinate scheduling of meetings

Committee membership shall include:

- ▶ Other members appointed by the Chair
- ▶ The Association's Executive Director as an Ex Officio, non-voting member