

AHIA - EDITORIAL COMMITTEE CHARTER

Mission

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

Role

The Editorial Committee is responsible for:

- Receiving and addressing input from Association members related to publications
- Providing guidance for and assisting with information content development related to all Association publications (including electronic media, such as the AHIA Web Site contents), including the development and maintenance of core editorial standards
- Recommending to the Board new publications to be funded, partnered, etc.
- Recommending to the AHIA Board the appointment and termination of editors, publisher and printer and non-members appointment to the Editorial Committee
- Recommending guidelines and providing advice on acceptable advertising
- Selecting and recommending to the Board of Directors an author for the Author of the Year award, within three months of the annual conference
- Preparing and recommending an annual budget to the Finance Committee.
- Overseeing the activities of the editor, publisher and printer.

Meetings

The Editorial Committee will conduct business of the committee 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 Editorial Committee shall have a Chairperson and a Secretary. The Chairperson shall be a current director or officer of the Association or other experienced AHIA member as appointed by the Chairman of the Board of Directors.

The Secretary shall be a member of the Committee as appointed by the chairman of the Committee or elected by a vote of the Committee.

The term of office for the Chairperson shall be for two years or until successors are chosen by the Board. The Secretary shall serve a term as established by the Committee. The Committee Chair shall be a voting member and Secretary shall be voting member unless established otherwise by Committee vote.

Other Voting Members: A Board member designated by the Board shall serve as a voting Committee member. All other Editorial Committee members shall either be a member in good standing of the Association or specifically approved by the Board of Directors. Total membership should be a minimum of five not to exceed ten voting editorial committee members.

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 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 Chairperson shall be responsible for:

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

The Secretary shall be responsible for:

- Producing minutes of all meetings of the Editorial Committee
- Maintaining the roster of Editorial Committee members
- Coordinating and scheduling Committee meetings

Revised and Approved by Editorial Committee 9/1/2006; Approved by AHIA Board of Directors 9/16/2006