

EDUCATION COMMITTEE CHARTER

Mission

To ensure the Association of Healthcare Internal Auditors' conferences, seminars and other educational events support its mission and are responsive to the needs of the Association membership and the profession at large.

Role

The Education Committee is responsible for:

- Soliciting input from AHIA members regarding the education needs of profession
- Recommending new educational offerings for Board approval
- Appointment and termination of subcommittee chairs for Board approval
- Establishing and overseeing subcommittees for Board approved educational offerings
- Providing guidance to and overseeing activities of Education Committee Subcommittees
- Providing input to the Annual Conference Subcommittee

Meetings

The Education Committee will conduct business of the committee through an ongoing schedule of monthly conference calls and electronic communications. The Committee and its subcommittee 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 Education Committee shall have a Chair that is a current director or officer of the Association or another experienced AHIA member as appointed by the Chairman of the Board of Directors. The Chair's term shall be for two years or until a successor is chosen by the Chairman of the Board of Directors. All other Committee members shall either be a member in good standing of the Association or chair of an Education Committee Subcommittee. Total membership should not exceed ten voting members.

Other Committee members shall include:

- The Chairs from each Education Committee Subcommittee
- Two – four members from the AHIA membership
- The Association's Executive Director as an Ex Officio Member

The Education Committee Chair shall be responsible for:

- Serving as Chair for all meetings of the Education Committee
- Appointing a Chair for each Education Committee Subcommittee to the Board with the exception of the Annual Conference Chair.
- Coordinating appointment of subcommittee members with the chair of the respective subcommittees
- Coordinating development of subcommittee goals and objectives with the respective subcommittee chair for review and approval by the Education Committee
- Coordinating ongoing activities of subcommittees with those of the Education Committee
- Coordinating establishment of new subcommittees needed to deliver new educational offerings as approved by the Board
- Appointing a member of the Education Committee to chair meetings in his or her absence
- Reporting Education Committee activities to the Board

The Association's Executive Director shall be responsible for:

- Producing minutes of all meetings of the Education Committee
- Maintaining the roster of Education Committee members
- Coordinating and scheduling conference calls

Reviewed and Approved by the AHIA Board of Directors
January 23, 2006