

MEMBERSHIP & AWARDS COMMITTEE CHARTER

Mission

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

Role

The Membership & Awards Committee is responsible for:

- Developing and implementing a plan for membership retention and growth
- Receiving and addressing input from Association members
- Recommending to the Board complimentary, honorary, and life memberships
- Recommending to the Board the nominees for the Founders, the Institutional, and the AHIA Award, as well as the establishment of other awards as the need arises
- Establishing and overseeing subcommittees needed to deliver new membership and awards activities
- Recommending the appointment and termination of subcommittee members

Meetings

The Membership & Awards Committee will conduct business of the committee through an ongoing schedule of conference calls and electronic communications. The Committee and any subcommittee or task force 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 Membership & Awards 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. Total membership should not exceed ten voting members.

Other Committee members shall include:

- The Association's Executive Director as an Ex Officio member

The Chairman shall be responsible for:

- Serving as Chairman for all meetings of the Membership & Awards Committee
- Appointing the Chairman of the Membership Subcommittee with the advice and consent of the Membership & Awards Committee
- Appointing the Chairman of the Awards Nomination Subcommittee with the advice and consent of the Membership & Awards Committee
- Coordinating appointment of subcommittee members with the chairman of the respective subcommittees
- Coordinating development of subcommittee goals and objectives with the respective subcommittee chairman for review and approval by the Membership & Awards Committee
- Coordinating ongoing activities of subcommittees with those of the Membership & Awards Committee
- Coordinating establishment of new subcommittees needed to deliver new membership & awards activities as approved by the Board

- Appointing a member of the Membership & Awards Committee to chair meetings in his/her absence
- Reporting Membership & Awards Committee activities to the Board

The Association's Executive Director shall be responsible for:

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

Reviewed and Approved by the AHIA Board
January 23, 2006