

## **ACADEMIC RELATIONS COMMITTEE**

### **OBJECTIVES**

To develop and support relationships through educational programs among practitioners, educators, students, educational institution administrators, and business / government communities, which enhance knowledge, skills, understanding, and use of internal auditing.

### **STRUCTURE**

The committee shall be appointed by the chapter president.

### **RESPONSIBILITIES**

1. Establish and maintain working relations with colleges and universities in the chapter area.
2. Arrange for outstanding chapter members to serve as guest lecturers at local colleges and universities or as instructors of internal auditing courses or classes.
3. Develop and maintain an approved scholarship program which will enhance the objectives of The IIA. One way to do this is by coordinating with the internal audit or accounting professor at the local University.
4. Make donations of subscriptions of the *Internal Auditor* and other publications to local schools and universities.
5. Provide assistance to schools and colleges in establishing courses in internal auditing.
6. Encourage attendance and membership of educators.
7. Arrange a student or educator night as an annual chapter event.
8. Submit report to international Academic Relations Committee in April each year.
9. Support the educational and charitable purposes for internal auditing education of The IIA by promoting the Internal Auditing Academic Advancement Fund (IAAAF), designed to support the teaching of internal auditing in post-secondary educational institutions worldwide.
10. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.

## **ADVANCED TECHNOLOGY COMMITTEE**

### **OBJECTIVES**

To develop or to counsel in the development of plans and programs designed to increase the ability of all internal auditors to audit effectively in an Information Systems environment. To promote public awareness of The IIA's leadership role in providing the technology for internal auditing in information systems.

### **STRUCTURE**

The committee shall be appointed by the chapter president.

### **RESPONSIBILITIES**

1. Develop a realistic program of work and provide technical direction for programs designed to accomplish these responsibilities and fulfill the above stated objectives.
2. Work closely with the International Advanced Technology Committee to provide technical direction, consultation, or guidelines that recognize the close relationship of this committee with all other technical committees that promote close liaison with such committees and that promote acceptable definitions of:
  - a. Role of internal auditors in information systems
  - b. Types of internal audits to be performed
  - c. Standards to be observed
  - d. Techniques to be employed
  - e. Common body of knowledge unique to internal auditing in information systems
  - f. Educational and training requirements
3. Work closely with other chapter committees to insure their activities include information systems auditing topics. Identify program / meeting topics and speakers.
4. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.

## **AUDIT COMMITTEE**

### **OBJECTIVES**

Arrange for the timely independent review of chapter records at the close of each chapter year and submission of the signed report.

The following specific objectives should be used as guidelines to:

1. Submit the independently reviewed Annual Report of Revenue & Expenses to the board of governors within one month of the end of the chapter year.
2. Submit to The IIA's Global HQ a copy of the audit report.
3. Develop and execute a program for an interim operational audit of chapter activities and report thereon to chapter officers and board.

### **STRUCTURE**

The chapter board of governors shall appoint this committee; no member of this committee should be a member of the board of governors.

### **RESPONSIBILITIES**

1. Audit all chapter financial records and prepare an audit report for submission to the chapter board of governors.
2. Review and test controls over reported revenue and expense activities during the chapter year.
3. Perform an operational audit of chapter activities as a service to the chapter officers, board of governors, and committees.
4. Maintain a file of records and correspondence to pass on to successor at close of chapter year.

## **BUDGET AND FINANCE COMMITTEE**

### **OBJECTIVES**

To study the financial affairs of the chapter, provide guidelines for current operations, and recommend financial policies.

The following specific objectives should be used as guidelines:

1. To meet and review proposed committee budgets for the forthcoming year prior to September 30.
2. To develop the proposed chapter budget for the forthcoming year and to request approval of the board of governors at its first meeting of the chapter year.

### **STRUCTURE**

This committee shall be appointed by the chapter president and shall be composed of a chairperson, normally the chapter treasurer, plus chapter members.

### **RESPONSIBILITIES**

1. Review on behalf of the board of governors all committee budgets submitted for incorporation in the chapter budget.
2. Identify those significant items included in the proposed chapter budget that require decision by the board of governors as to policy or major commitments.
3. Prepare a consolidated budget after screening and modifying and submit for approval by the board of governors.
4. Secure board of governors' approval for major budget deviations early in the chapter year.
5. Suggest plans for investment or use of excess funds.
6. Maintain a file of records and correspondence to be passed on to successor at close of chapter year.

## MEMBERSHIP COMMITTEE

### OBJECTIVES

To promote the interest of prospective members in the chapter and to maintain interest of existing members.

### STRUCTURE

The committee shall be appointed by the chapter president.

### RESPONSIBILITIES

1. After reviewing the previous administration's actions, develop a membership recruitment and retention plan for the year. Set goals for both new members and retention of existing members.
2. Survey the geographic area for organizations not represented in the chapter and whose size suggests potential members. Implement a recruitment plan.
3. Make frequent inquiry of present members concerning prospective members. Continually remind members of the benefits of membership and the benefits derived from the recruitment of new members.
4. Invite all prospective members to chapter meetings and invite them to join.
5. Include both members and non-members on all chapter communications.
6. Serve as the chapter administrator. Download current membership data any time there is a need to communicate with all chapter members. For access to this restricted area of the Leaders Support Web page, a leader must sign a letter of agreement and gain an understanding of The IIA's Privacy Policy. More details, the Letter of Agreement, and Privacy Policy are included in [The IIA Membership Management Tool Manual and Operating Procedures](#).
7. Review drop/arrears listings.
8. Verify that all chapter officers, committee chairs and governors are current IIA members.
9. Contact all members who resign or don't renew membership.
10. Follow-up to determine their reason for not renewing and encourage them to rejoin.
11. Seek advice and assistance from membership development at IIA Global Headquarters, and participate in HQ-based recruitment campaigns. Use ideas from the [Chapter Campaign Kit](#) and/or contact [membership@theiia.org](mailto:membership@theiia.org).
12. Follow up on prospective and pending members to secure completed applications.
13. When current members transfer or leave their organization, try to secure replacements from the same organization.
14. See that each new member is recognized through the chapter newsletter or Web site, at a chapter event, or by personal or written contact.
15. Work with the appropriate person to maintain the members-only portion of the chapter Web site.
16. Maintain a file of pertinent records and correspondence, passing it on to successor at the conclusion of the chapter year.

## **NEWSLETTER COMMITTEE**

### **OBJECTIVES**

To assemble and produce a newsletter for chapter members containing useful and informative material such as chapter news, IIA news, and internal auditing information.

### **STRUCTURE**

The committee shall be appointed by the chapter president.

### **RESPONSIBILITIES**

1. Produce regular issues of the chapter newsletter. Newsletter may be in printed or electronic format.
  - a. The news should include items such as new members, committee reports, meeting announcements, seminars, biographies of officers, global updates, news from the profession, or any other information from chapter activities that would be of interest to the members.
  - b. As a means of stimulating reader interest, cartoons, jokes, etc., may be used; however, good taste must always be exercised.
  - c. Consider the inclusion of photographs from recent chapter events.
2. Distribute the newsletter to members in a timely fashion so it will not only serve as news but as a reminder of the next chapter event and a summary of past events. Post to the chapter Web site.
3. Issues may be exchanged with leaders of other chapters.
4. Maintain a chronological file of all issues. Establish a review team to edit newsletters for accuracy prior to release.
5. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.

## **PROGRAM COMMITTEE**

### **OBJECTIVES**

To provide a challenging educational program on the subjects related to internal auditing and of interest to internal auditors with the purpose of improving the auditing competency and effectiveness of chapter members.

### **STRUCTURE**

This committee shall be appointed by the chapter president. The chapter vice president should consider serving as chairperson.

Because of the importance of chapter programs, the chapter president and the board of governors should take an active role with this committee. And since advance planning is necessary for success, the new chairperson should be selected before the beginning of the chapter year.

### **RESPONSIBILITIES**

1. Develop programs designed to assist members in improving their internal audit performance. The program should reflect:
  - a. Topics related to internal auditing more so than sessions devoted to general business matters, economic conditions, etc.
  - b. Member interest as determined by an effective means such as a survey.
2. Present the proposed program for the upcoming chapter year to the board of governors outlining topics, speakers, panel discussions, case studies, etc.
3. After board approval, obtain speakers for each topic and submit the completed and confirmed program to the president.
4. Set a goal to have a preliminary program schedule approved by the board by August 15<sup>th</sup>. This should be sent to the members no later than August 31<sup>st</sup>.
5. Coordinate scheduling with other chapters in the district and obtain appropriate approval for all programs one day or longer so as not to conflict or compete with other chapters or The IIA.
6. Obtain speaker biographical data and pertinent information on the topic and forward this to the appropriate committee or person to advertise the event.
7. Confirm with the speaker the meeting date, time and place, and audiovisual equipment needs or special arrangements.
8. Serve as a host to speakers.
9. Arrange for a speaker gift and/or a letter of appreciation for each speaker.
10. Analyze the evaluations of the program and provide input to the president and board of governors.
11. Maintain a record of attendance of those members requesting CPE credit and prepare the certificates.
12. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.

Note: Additional support and information is available from The IIA's Leaders Support Web Page under [Service to Members](#) resource section.

## **WEB SITE COMMITTEE**

### **OBJECTIVES**

To maintain the chapter Web site as a repository of information that will create public awareness of the internal auditing profession, The IIA, the chapter and the accomplishments of its members designed to generate favorable interest in internal auditing and enhance the professional image of the chapter and the profession.

### **STRUCTURE**

The committee shall be appointed by the chapter president. It is suggested that this committee appoint one person to take full responsibility for maintaining the Web site.

### **RESPONSIBILITIES**

1. Keep the Web site current and accurate.
2. Comply with all requirements set forth by The IIA, especially those related to privacy issues.
3. Implement appropriate safeguards over access to chapter and member data.
4. Recommend an advertising policy and a fee schedule.
5. Recommend a policy for handling job postings.

### **Web site Administrator Access**

Chapter leaders can become a Web administrator whenever the need arises. To become a Web administrator, the chapter president must send an e-mail to [chapserv@theiia.org](mailto:chapserv@theiia.org), who will forward the request to the HQ Web editor, with the name, member ID, and e-mail address of the person who will perform chapter Web updates. It is our recommendation that there be at least two Web administrators for each chapter, but you can have as many as you need.

With the elections of new chapter officers, HQ Web Ops sends out a request in May of each year to chapter leaders to have the Web administrators re-authorized. The incoming officer can then re-authorize the current Web administrators or send the names, member IDs, and e-mail of the new administrator.