

Get Involved with the NOVA IIA Chapter!!!

Fellow NOVA IIA Chapter Members,

Greetings and thank you for expressing an interest in wanting to get involved with the Northern Virginia IIA Chapter. I can tell you from personal experience that getting involved in the NOVA IIA chapter has lead to wonderful opportunities and rewarding experiences for myself. Volunteering is a great way to meet some knowledgeable professionals, contribute to the internal auditing profession, network, develop leadership skills, share ideas, and receive exposure to professional issues.

Volunteer opportunities are broken down into three categories: Board of Governors, Officers and Committees. If you find something that interests you, please do not hesitate to inquire to myself and/or any of the NOVA IIA Chapter Leaders (contact information can be found under the "Resources" tab on this web site).

The chapter is always actively seeking volunteers throughout the chapter year, so please take a moment to review the various roles, responsibilities, and descriptions to decide if this is an opportunity that you would like to make a commitment with. If now is not the right time for you to volunteer, I encourage you to still stay involved with the chapter by making a commitment to attend our monthly meetings and/or our training seminars during the year.

If I can be of assistance to you with any questions, ideas, or comments on the chapter's leadership roles or how to get involved with the chapter, please contact me at Migliaccio2005@gmail.com.

All the best,
Chris Migliaccio
NOVA IIA President

Board of Governors

The Board of Governors are a group of NOVA IIA Members elected by the NOVA IIA chapter members who are responsible for ensuring the mission of the chapter is fulfilled and together constitute the governing body of the chapter. Board members hold regular meetings to review the progress of the chapter, contribute to the strategic plan of the chapter, and recommend actions considered in the best interest of our chapter. Board members serve either a two or three year term. Board members are expected to attend chapter monthly meetings, board meetings, and a general time commitment averages around 20-40 hours per year. Typically, the chapter seeks members that are chief audit executives, directors, or managers of internal auditing from diverse industries to serve on the Board; however, the chapter also encourages senior level auditors.

A call for nominations is typically done at the chapter's monthly meeting and through the chapter's newsletter and website, with elections held annually at the March monthly meeting. Also you must submit your interest to the nomination committee by including: name, IIA member ID#, designations (if any), IIA history, description of any volunteer experience, and a brief description on why you would like to be a board member.

Officers

The NOVA IIA chapter consists of ten officers, whom handle the chapter's operations throughout the chapter. All officers are IIA members in good standing that possess a passion for promoting the profession.

A call for nominations is typically done at the chapter's monthly meeting and through newsletter and website, with elections held annually at the March monthly meeting. Also you can submit your interest to the nomination committee to include: name, Officer Position of interest, IIA member ID#, designations (if any), IIA history, description of any volunteer experience, and a brief description on why you would like to be an Officer. Officers are expected to attend chapter meetings, board meetings, and a general time commitment averages between 20-100 hours per year.

President

The President serves as the main point of contact between the chapter and IIA headquarters. The President enforces the bylaws of the chapter and presides at all chapter meetings. The President appoints the chapter committee chairpersons and committee members and helps establish the chapters goals based on input from officers and committee chairpersons. Additionally, the President ensures that the chapter members' needs are being met and that a succession plan for future leaders has been developed.

President Elect

The President Elect performs the duties of the President in case of the absence of the President and advises and assists the President in staffing chapter committees. Additionally, the President Elect assumes primary responsibility for education programs, including coordination of chapter events.

Vice President Programs

The VP Programs handles all monthly meeting arrangements by recommending to the board of governors meeting topics related to internal auditing, speakers, dates, locations, and menus. The VP contracts with the meeting facilities and proposes fee structure for attendees. Additionally, the VP seeks partnerships and sponsorships with organizations in order to help keep monthly meetings costs down.

Vice President Communications

The VP Communications establishes communication flow concerning chapter member issues among all committees and coordinates the publication and mailing lists for meeting notices, newsletters, surveys, and directory. Additionally, the VP Communications notifies members of all chapter events.

Vice President Training & Education

The VP Training & Education develops training programs on the subject related to internal auditing and of interest to internal auditors with the purpose of improving the auditing competency and effectiveness of chapter members. The VP will present the proposed training program for the upcoming chapter year to the board of governors outlining the training. After the board approval, the VP obtains speakers for each training topic and coordinates the training date, time, and place.

Secretary

The Secretary prepares, publishes, and maintains all minutes of meetings of the board of governors and the chapter.

Treasurer

The Treasurer maintains the chapter financial records and receive/disburse chapter funds as authorized by the board of governors. The Treasurer prepares the preliminary budget based on input from committees for the submission for approval to the board of governors. Additionally, the Treasurer files the required financial documents with the appropriate legal entities or taxing authorities (e.g. IRS Form 990)

Assistant Vice President Programs

The Assistant Vice President Programs performs the duties of the Vice President Programs in case of the absence of the Vice President and assist the Vice President on carrying out those duties.

Assistant Vice President Training & Education

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Assistant Vice President Communications (New!)

The Assistant Communications performs the duties of the Vice President Communications in case of the absence of the Vice President and assist the Vice President on carrying out those duties.

Committees

The chapter's committees are the backbone of the chapter; they fulfill the strategic activities of the chapter. Chapter members can serve as committee chairs or contribute as committee members. The President selects the committee chairs. Generally, the time commitment is between 5-20 hours per year and that includes attending NOVA IIA planning meetings and encouraged to attend monthly meetings.

Anyone that is interested in being involved with these committees, please contact the chapter President and/or committee chair.

Academic Relations Committee

This committee develops and supports 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. They establish relationships with the local universities, arrange student nights, and make presentations to students to acquaint them with the activities and goals of the IIA. Additionally, the committee develops and maintains an approved scholarship program with enhances the objectives of the IIA.

Advanced Technology Committee (New!)

This committee develops or counsels in the development of plans and programs designed to increase the ability of all internal auditors to audit effectively in an Information Systems environment. Promotes public awareness of The IIA's leadership role in providing the technology for internal auditing in information systems and works closely with other chapter committees to ensure activities include information systems auditing topics.

Audit Committee

This committee arranges for the timely independent review of chapter records at the close of each chapter year and submission of the signed report to the IIA Global Headquarters.

Chapter Achievement Program (CAP) Committee

This committee appraises past chapter activity, develop current year chapter plans and track current year chapter activities using the CAP reporting process. The committee evaluates areas needing improvement, and areas where there were no activities performed.

CIA/Certification Committee

This committee develops marketing plans and recognition programs to promote IIA certifications. They encourage internal auditors and other professionals to register, prepare and obtain the Certified Internal Auditor (CIA) (premier designation), Certification in Control Self-Assessment (CCSA), Certified Financial Services Auditor (CFSA), and/or Certified Government Auditing Professional (CGAP) designations. They promote continuing professional development programs to current certified professionals, both members and nonmembers.

Community and Public Relations Committee (New!!!)

The committee develops programs and publicity material that will create public awareness of the internal auditing profession, The IIA, the chapter, and the accomplishments of its members. The committee generates favorable interest in internal auditing and enhances the image of the profession. Additionally the committee supports the local Junior Achievement (JA) organization, which helps teach school-aged children crucial skills for adulthood.

Directory & Attendance Committee

This committee encourages and improves attendance at chapter events and provides a chapter directory to encourage networking with peers.

Government Relations & Nonprofit Committee (New Nonprofit!!)

This committee provides services to auditors employed by governmental and other public institutions, and to encourage growth of government auditor membership. They encourage government auditors to participate in the Certified Government Auditing Professional[®] (CGAP) certification. Additionally, this committee offers internal auditing services to nonprofit organizations in the community and encourages chapter members and firms to donate audit time for these projects.

History & Library Committee

This committee establishes what items should be kept for historical purposes and to maintain pertinent records of chapter milestones. The committee maintains a scrapbook or archive of chapter history and helps coordinate special meetings to honor past presidents, founders, and chapter anniversaries. Additionally, the committee will periodically inform members of the chapter's history and growth, through newsletter articles, chapter programs, etc.

Hospitality, Awards & Meetings Committee

This committee helps new members become better acquainted with other members and with leadership, activities, and organizational structure at IIA HQ and at in the chapter. They help register both member and non-members and supply and maintain member badges at events. They help organize a new member orientation program and urge new member participation in chapter activities.

Membership Committee

This committee promotes the interest of prospective members in the chapter and to maintain interest of existing members by implementing a recruitment plan. They make inquiry of present members concerning prospective members and remind members of the benefits of membership. The committee also serves as the chapter administrator and downloads current membership data any time there is a need to communicate with chapter members. Additionally, they review drop/arrears listings and contact members who resign or don't renew membership

Nominating & Strategic Planning Committee

This committee submits to the chapter members the formal nominations, as provided for in chapter *Bylaws*, for all officers and board of governors' vacancies. Per NOVA IIA by-laws the committee is chaired by the current President and at least two other chapter members. The committee will maintain a database of potential chapter officers, committee chairs, and board of governors for future nominations and maintain a succession plan for all chapter officers and committee positions. The committee evaluates the chapters ability to meet current member needs and develops a strategic plan for long-range objectives to improve the image, performance, growth, and effectiveness of the chapter.

Social Committee

This committee promotes social activities and events which focus on socialization (e.g. summer picnic) for our chapter members.

Web Site Committee

This committee serves as a resource for members seeking positions and organizations seeking personnel and for promoting communication with chapter members and the public through the internet.