



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 15th. This should be sent to the members no later than August 31st.
5. Coordinate scheduling with other chapters in the district and obtain appropriate approval for all programs 6 CPE 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. Share speaker information and attendance numbers with the CAP committee.
13. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.