

IIA Chicago Chapter Roles and Responsibilities

ABOUT OUR COMMITTEES

The IIA Chicago Chapter's committees play a vital role in delivering programs, events, certifications support, member engagement, advocacy, and chapter operations. These committees provide an excellent opportunity for members to build leadership skills, expand their professional network, contribute to the internal audit profession, and help shape the success of the Chapter.

The following slides outline the purpose, responsibilities, and expectations for each committee. Members interested in getting involved are encouraged to explore opportunities that align with their interests and expertise. To learn more or express interest in serving on a committee, please contact registrar@iichicago.com.

Committee participation opportunities vary. Some committees have predetermined or restricted membership based on elected positions, board appointments, or specific Chapter governance requirements.

ACADEMIC RELATIONS

Mission statement: To partner with colleges and universities to bring the IIA's mission to campus and educate the next generation of internal auditors.

Key Responsibilities	• Maintain and strengthen Chicago Chapter's strong relationship with IEAP School, DePaul University. • Oversee Chapter assistance, monetary and otherwise, to DePaul. • Act as the liaison to the IIA in sponsoring seminars/speakers for Internal Audit classes • Complete and submit the annual Academic Relations document for the IIA regarding chapter activities associated with Academic Relations • Encourage professors and students from local colleges and universities to participate on the local Chapter's Board and to present or participate in educational sessions
Key Reporting / Deliverables	• Academic Relations report, which is submitted annually and approved by Chapter President
Key Events	• Midwest IIA Student Conference (@DePaul) • Global Student Leadership (Organized by the IIA in Orlando, FL)
Current Volunteer Opportunities and Commitment	• It is recommended volunteer budgets 5-10 hours per month to perform duties
Last Updated	04/2026

ADVOCACY COMMITTEE

Mission Statement: To increase among key stakeholders (i.e. IA practitioners, corporate executives and board members, professional organizations, educators, regulators/standard-setters, external auditors, elected government officials, members of the media, etc.) in the Chicago region the understanding and appreciation of internal audit's integral role in overall risk management, corporate governance, and value generation as well as to raise awareness of the IIA as the profession's global leader, recognized authority and principal educator, thereby elevating the prestige, value perception and relevance of the profession.

Key Responsibilities	• Manage the Committee budget • Maintain listing of industry, professional or corporate organizations, and key contacts • Manage outreach to area corporations • Maintain listing of target education institutions and key contacts (in coordination with Academic relations Committee) • Manage outreach to education institutions (excluding those covered by Academic Relations Committee) • Maintain baseline Advocacy communications deck. Update at least annually for changes in IIA standards or other topical matters • Communicate with industry and professional organizations to arrange interactions aimed at increasing understanding of the IA profession and its role in risk governance • Facilitate interactions / coordination among the Chicago IIA chapter and the Northwest and West IIA chapters • Liaise with Chicago Chapter BOG and VP Operations • Manage and monitor Advocacy participation in IIA annual event • Monitor IIA Global Advocacy activities via IIA website and consider local deployment • Create and Maintain contact list of local members of the media (Tribune, Crain's, etc.) • Create and maintain contact list of elected government officials • Create and manage an internal audit awareness communication plan for members of the media and elected government officials
Key Reporting / Deliverables	• Monthly reporting to the Board of Governors; Quarterly reporting to the IIA North America
Key Events	• Host 1 panel discussion per year (can be in conjunction with Academic Relations and/or NextGen committee)
Current Volunteer Opportunities and Commitment	• Estimated roughly 60-hour commitment over the course of the year
Last Updated	

ANNUAL SEMINAR COMMITTEE

Mission statement: Coordinate the IIA Chicago Chapter's Annual Seminar event.

Key Responsibilities	• Assemble Co-chairs and Subcommittee chairs • Develop seminar budget and contract w/ facility in advance • Guide development of proposed tracks/speakers • Solicit sponsorship for the event • Guide publicity efforts • Coordinate registration activities w/ chair • Establish schedule of meetings and provide project management to ensure key due dates are met
Key Reporting / Deliverables	• Chapter Board pre/post-registration summaries of results and attendance
Key Events	• Publication of promotional material • Annual Seminar
Current Volunteer Opportunities and Commitment	• Estimated roughly 60-hour commitment over the course of the year
Last Updated	07/2026

ANNUAL SEMINAR SUBCOMMITTEE - MARKETING

Mission statement: Coordinate the IIA Chicago Chapter's Annual Seminar event.

Key Responsibilities	• Guide publicity efforts • Select and source attendee gifts • Create event survey for attendees
Key Reporting / Deliverables	• Marketing materials (social media postings, email, etc.) • Event branding • Attendee gifts • Event survey
Key Events	• Publication of promotional brochure • Annual Seminar
Current Volunteer Opportunities and Commitment	• Estimated roughly 30-hour commitment over the course of the year
Last Updated	07/2026

ANNUAL SEMINAR SUBCOMMITTEE - SPEAKERS

Mission statement: Coordinate the IIA Chicago Chapter's Annual Seminar event.

Key Responsibilities	• Guide development of proposed tracks/speakers • Collect speaker bios, slide decks, session summaries, etc. for registration site
Key Reporting / Deliverables	• Chapter Board pre/post-registration summaries of results and feedback
Key Events	• Annual Seminar
Current Volunteer Opportunities and Commitment	• Estimated roughly 30-hour commitment over the course of the year
Last Updated	07/2026

ASSISTANT SECRETARY

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

ASSISTANT TREASURER

Mission statement: To assist the Treasurer in ensuring that the chapter's financial records are maintained in an accurate and timely manner.

Key Responsibilities	• The Assistant Treasurer will work closely with all Chapter Board and committee members to ensure accurate, timely and documented records of the chapter's financial records. • Assist with the maintenance of the chapter's electronic accounting records, using QuickBooks Online Plus • Ensure the security of the chapter's financial information • Maintain and update as required a chapter "chart of accounts" • Reconcile Accounts Receivables with the Chapter Registrar and follow-up as needed • Furnish the Treasurer with electronic or paper reports from the chapter software package required to document results for audit, financial reporting or tax return preparation
Key Reporting / Deliverables	• Assist with the preparation of monthly financial statements for presentation at each monthly board meeting. Presentation should include event profitability, budget to actual results, unusual fluctuations, unbudgeted expenditures and forecasted results.
Key Events	• Should attend each monthly meeting to assist with the preparation of financial results to the Board • Maintains a calendar of key dates and financial reports for the year with publishing at the beginning of the chapter year (June 1) and monitoring to ensure compliance.
Current Volunteer Opportunities and Commitment	• Estimated 20-30 commitment hours per month.
Last Updated	

AUDIT COMMITTEE

Mission statement: Ensure the integrity of the IIA Chicago chapter's financial statements and internal controls

Key Responsibilities	• Board meeting attendance and reports • Annual review of external audit agreed upon procedures engagement letter • Review of external audit report and deliverables • External Auditor invoice review and approval • Audit committee meetings 2 times per year
Key Reporting / Deliverables	• External Audit Report • Board reports
Key Events	• Annual External Audit • Board Meetings
Current Volunteer Opportunities and Commitment	• Audit Committee Chair – approximately 40 hours per year • Audit Committee Member – approximately 10 hours per year
Last Updated	01/2026

AVP OF EDUCATION

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

AWARDS COMMITTEE

Mission statement: To identify and recognize excellence of IIA Chicago chapter members.

Key Responsibilities	• Solicit IIA Chicago Chapter members for nominations • Evaluate nominations received and select award winners • Coordinate production of awards to be presented to winners (including a plaque for the outgoing President) • Communicate with winners and invite them and a guest to the May awards event • Present awards to winners at the Annual Membership Meeting during the month of May • Coordinate preparation of Ad in IIA magazine, secure space in magazine with the IIA, and provide artwork to IIA by deadline
Key Reporting / Deliverables	• Production of awards and selection of winners • Development and publishing of Ad recognizing award winners and promoting the chapter
Key Events	• Key timelines range from Awards Committee kick-off meeting in early February to Awards luncheon in May • The IIA ad timeline is typically August for the October issue of IIA Magazine
Current Volunteer Opportunities and Commitment	• Estimated roughly 20-30 hour commitment over the course of the year
Last Updated	12/2025

BOARD MEMBER ORIENTATION

Mission statement: To provide historical context/continuity to new Board members or Officers of the Chicago Chapter regarding their professional obligations and fiduciary responsibilities.

Key Responsibilities	- Position reports to Chapter President - Maintain updated Chapter Documents: - Chapter Bylaws - Chapter Code of Conduct - Chapter Org Chart - Officer and Board Member List - Committee Roles and Responsibilities - Board Member General Guidelines - Schedule and hold one-on-one meetings with new Board members and/or Officer upon their election to educate them on their obligations and responsibilities.
Key Reporting / Deliverables	One-on-One meetings with new Board members and Officers.
Key Events	No events
Current Volunteer Opportunities and Commitment	10 to 20 hours per year in the first quarter of the fiscal year or as needed if Board member turnover during year.
Last Updated	12/2025

CAREER ADVISORY COMMITTEE

Mission statement: To assist IIA Chicago Chapter members with career guidance and advancement opportunities by providing access to training, networking events, and other development tools.

Key Responsibilities	• Coordinate efforts and communicate training opportunities to strengthen current skills • Facilitate educational and networking opportunities • Manage and administer the mentoring program to promote leadership and development, knowledge sharing and build capabilities • The Committee has been using LinkedIn as their main forum to communicate information from employers and recruiters to members who are in career transition and to create a 'virtual' job fair
Key Reporting / Deliverables	• Monthly reporting to the Board of Governors
Key Events	• Host at least 1 career training event per year
Current Volunteer Opportunities and Commitment	• Estimated roughly 50-hour commitment over the course of the year
Last Updated	

CERTIFICATIONS

Mission statement: To promote and assist chapter members in the attainment of certifications.

Key Responsibilities	• Promote certifications among membership and non-members through attendance at chapter sponsored events • Be content expert on the exam process and respond to questions Chapter members and non-members may have • Review CPE credits and tracking throughout the year for events held by the Chapter • Assist in directing exam applicants to resources for consideration in preparing for exams • Liaise with vendors who provide exam preparation services • Although the IIA Chicago Chapter Registrar completes paperwork for NASBA annual certification and submits the online form, the Certifications Chair has responsibility for supervising the Chapter Registrar with this process, making sure the Chapter Registrar submits these items in a timely fashion and reviews the draft submission prior to issuance
Key Reporting / Deliverables	• Key dates will be driven by the dates set for the Annual Seminar and other chapter education or development activities
Key Events	• None (NASBA certification required each year by April 1st.)
Current Volunteer Opportunities and Commitment	• It is recommended volunteer budgets 5-10 hours per month to perform duties
Last Updated	

CHAPTER ACHIEVEMENT PROGRAM (CAP) REPORTING

Mission statement: To ensure CAP results for the Chicago Chapter are accurately and timely reported to IIA Headquarters.

Key Responsibilities	- Solicit reporting of CAP activities from chapter members - Track and report on chapter CAP activities - Remind individuals responsible for specific CAP activities when due dates are coming up and request evidence to support CAP points taken - Provide current stats each month for the chapter snapshot in the board book - Marketing campaigns and chapter membership notifications - Update website and newsletter content with appropriate information as changes arise - Maintain integrity of CAP spreadsheet and applicable supporting documentation
Key Reporting / Deliverables	- If required, email a chapter CAP status report to District Rep and President during the chapter year - Compile, maintain, and organize for final reporting to District Rep all evidence, responses and support required to show chapter achievement of key objectives - With Chapter Officers, complete the final CAP report and ensure the President emails it to District Rep, District Advisor by applicable due dates (typically by May 31)
Key Events	- Monthly Board of Governors meetings - Annual year-end planning cycle
Current Volunteer Opportunities and Commitment	It is recommended administrator budgets 1-5 hours per month to perform duties
Last Updated	12/2025

CHIEF AUDIT EXECUTIVE (CAE) ROUNDTABLES

Mission statement: Provide the opportunity for CAEs to discuss common issues, share ideas and best practices, and network with peers.

Key Responsibilities	• Arrange for a company/organization to sponsor the CAE Roundtables • Survey participants for topics they want to discuss • Distribute invitations, track RSVPs and attendance, circulate sign-in sheet • Distribute CPE certificates • Increase participation in CAE Roundtables by identifying and engaging new CAEs • Solicit feedback to continually improve the quality of the roundtables
Key Reporting / Deliverables	• List of Attendees sent to Operations • Sign-In Sheet returned to Operations • Periodic Report/Summary for inclusion in the Board of Governor's Meeting Book • Presentation of CAE Roundtable Overview at the Board of Governor's Meeting
Key Events	• 4 CAE roundtables during the calendar year (2 roundtables in person and 2 roundtables virtual)
Current Volunteer Opportunities and Commitment	• Volunteer may budget 3 hours per quarter
Last Updated	04/2026

COMMUNICATIONS COMMITTEE

Mission statement: To ensure the membership is informed of the current activities and events of the Chicago chapter.

Key Responsibilities	• Prepare weekly emails to announce meetings, training and other announcements the Board deems necessary • Responsible for drafting the quarterly Innovator newsletter • Sends emails to membership, International and other chapter Presidents as needed
Key Reporting / Deliverables	• Quarterly editions of Innovator newsletter • Preparing announcements or other communications as the Board deems to be necessary • Reports to the Secretary
Key Events	• Production of quarterly Innovator
Current Volunteer Opportunities and Commitment	• It is recommended coordinator budgets 4 hours per month (1 per week) to fulfill duties
Last Updated	

CONFERENCE / LOGISTICS

REPORTS TO VP-OPERATIONS AND MATRIX REPORTING TO ANNUAL SEMINAR AND HACKING CONFERENCE CHAIR

Mission statement: Ensure Chapter events are planned and executed in an effective, efficient and economical manner within budget to meet and/or exceed customer requirements.

Key Responsibilities	• Help event chairpersons prepare budget for room rental, food/beverage and audio/visual requirements. • Determine meeting venue requirements with applicable event chairpersons. • If applicable, prepare Request for Proposal (RFP) • Send RFP to venues; summarize responses; facilitate selection of venue by chairpersons; communicate results to venues. • Facilitate venue contract preparation for signature by Chapter Officer ensuring contract meets or exceeds event requirements. • Communicate event requirements to venue for meeting space, meeting room set-up, food/beverage and audio/visual and obtain Banquet Event Order (BEO) for signature by Chapter Officer. • Serve as liaison during the event planning phase between IIA Annual Seminar and Hacking Conference Committees and convention center sales representative, convention facilities manager, catering company personnel and audio/visual company representatives • Ensure venue delivers on day(s) of event according to our event requirements according to the BEO. • Reconcile meeting venue charges to the BEO; prepare summary of meeting venue costs; request approval to pay venue invoices.
Key Reporting / Deliverables	• Assist in preparation of event venue budgets. • Facilitate execution of event venue contracts and BEOs. • Coordinate approval of payment of event venue costs. • Summarize and report event venue costs.
Key Events	• Annual Seminar and Annual Hacking Conference. • As needed and requested by Board, venue selection and coordination for other Chapter events (educational sessions, roundtable, etc.)
Current Volunteer Opportunities and Commitment	• Serve as the meeting planner for Chicago Chapter events working with the event chairpersons/committees, and convention/hotel/venue sales, facilities, catering, audio/visual and exhibition management and personnel. • Attend and report on venue logistics at event committee planning meetings. • Address questions from event committee members regarding venue. • Budget 5-10 hours per month with additional time necessary during Annual Seminar and Annual Hacking Conference planning.

EDUCATION TRAINING

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

GOVERNMENT ADVISORY COMMITTEE

Mission statement: Provide governmental internal audit professionals with the experiences, skills, and professional network to successfully advance and serve in leadership positions within the IIA Chicago Chapter. The Government Advisory Committee (GAC) will serve the mission of the IIA and chapter to enable governmental members to support the profession while making an investment in their future.

Key Responsibilities	Chairperson: • Oversee the operations of the committee • Chair quarterly meetings • Provide reports to the IIA Chicago Chapter Board on GAC events • Monitor the budget vs. actual expenses and revenue
Key Reporting / Deliverables	• Board meeting updates • GAC meeting agenda
Key Events	• FIT (Fall Into Training) – 1 day event including networking afterwards. • 2 networking session per year • Booth at Annual Seminar and arrange training for the government track for the annual seminar
Current Volunteer Opportunities and Commitment	• We are in need of one committee member and volunteers to assist with our training and networking events.
Last Updated	

IIA/ISACA HACKING COMMITTEE

Mission statement: To develop a conference which provides information security and cybersecurity knowledge and skills that can be applied to Internal Audit, IT Audit, InfoSec, Risk and Compliance.

Key Responsibilities	- Assemble Co-chairs and Subcommittee chairs - Develop seminar budget and contract w/ facility in advance - Solicit and facilitate the development of proposed tracks/speakers - Guide publicity efforts - Coordinate registration activities - Establish schedule of meetings and provide project management to ensure key due dates are met
Key Reporting / Deliverables	Chapter Board pre/post-registration summaries of results and attendance
Key Events	Annual IT Hacking and Cybersecurity Conference, two-day event (typically September)
Current Volunteer Opportunities and Commitment	
Last Updated	

INNOVATOR

Mission statement: To serve as the newsletter for highlighting the Chapter and membership achievements, keeping members informed on new topics, and promoting awareness for Chapter events.

Key Responsibilities	• Responsible for the direction, creation and production of newsletter and educational mailings for the IIA Chicago Chapter • Request content, photographs, articles and announcements from the IIA meetings, classes and networking luncheons • Interface with layout artist and printer through draft and proofing phases of final newsletter • Interface with Chapter Registrar and Web Page Manager for distribution of newsletter to chapter members
Key Reporting / Deliverables	• Newsletter published and posted to Chapter website 4 times per year
Key Events	• Gather content for newsletter
Current Volunteer Opportunities and Commitment	• It is recommended editor budgets 10-20 hours per month to perform duties
Last Updated	

INVESTMENT COMMITTEE

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

LONG RANGE PLANNING (LRP) COMMITTEE

Mission statement: To apprise current and future Chapter member needs, give consideration to Chapter resources, and recommend long-range objectives for the Chapter that will maximize Chapter member benefits.

Members: This committee is made up of the current Chapter President, Vice President and all Past Chapter Presidents.

Key Responsibilities	• Maintain and review the long-range plan annually • Evaluate the Chapter's ability to meet current and future member needs. Suggest improvements and modification of long-range objectives to improve the image, performance, growth and effectiveness of the Chapter and the profession in Chicago • Discuss IIA North American Board strategies and initiatives with the Board of Governors, as needed • Review LRP responsibilities annually and if applicable, submit changes to the President for approval by the Board of Governors • Maintain file of LRP Committee records and correspondence in accordance with the Chapter record retention policy. Coordinate with Chapter Secretary • Report topics being addressed by the LRP Committee at Board meetings, as needed. Offer suggestions to improve Chapter operations • Review Investment Policy annually. Make investment recommendations to Board of Governors accordingly • Review the Audit Committee selection process of firm to audit the Chapter records at fiscal year-end. Report to the President on any suggested changes or concerns.
Key Reporting / Deliverables	• Submit and obtain LRP approval from the Board of Governors by August 31 of each Chapter year • Annual summary report including activities of the committee to the Chapter President by May 31 • LRP Committee self-evaluation and report results to Board of Governors annually by May 31 • Establish an annual spending rule of a specified percentage of fund assets/income, so as to fund targeted strategic needs while seeking to preserve a fiscally responsible long-term reserve by May 31 • Evaluate Chapter using maturity framework annually and report results to Board of Governors by May 31
Key Events	• LRP Committee meetings are held quarterly
Current Volunteer Opportunities and Commitment	• Estimated roughly 20-hour commitment over the course of the year
Last Updated	

LUNCH & LEARN COMMITTEE

Mission statement: Improve auditing competence and effectiveness of members by providing professional insight and continual learning through periodic lunch & learn sessions.

Key Responsibilities	• Curate, plan and facilitate discussion and presenter topic • Find presenter/presenters • Facility and catering contracting • Distribute invitations, track RSVPs and attendance, circulate sign-in sheet • Distribute CPE certificates • Follow up on attendee requests and solicit feedback to continuously improve quality of each session
Key Reporting / Deliverables	• Invitation Distribution to the Registrar • Sign-In Sheet to Operations • Invoices to the Treasurer and/or submit expenses for reimbursement
Key Events	• Four, 2-hour, Lunch & Learn Sessions throughout the year
Current Volunteer Opportunities and Commitment	
Last Updated	

MANAGER FORUM

Mission statement: Facilitate discussion for IIA Chicago Chapter internal audit managers in a way that provides professional insight, continual learning, and open networking.

Key Responsibilities	• Curate, plan and facilitate discussion and speaker topics for the quarterly Manager Roundtable • Find two speakers per event • Facility and catering contracting • Distribute invitations, track RSVPs and attendance, circulate sign-in sheet • Distribute CPE certificates • Follow up on attendee requests and solicit feedback to continuously improve quality of each session
Key Reporting / Deliverables	• Invitation Distribution to the Registrar • Sign-In Sheet to Operations • Invoices to the Treasurer and/or submit expenses for reimbursement
Key Events	• Quarterly Manager Roundtable
Current Volunteer Opportunities and Commitment	
Last Updated	

MEMBERSHIP COMMITTEE

Mission statement: To promote membership in the IIA Chicago Chapter through recruitment, recognition, and engagement

Key Responsibilities	• Proactively manage all IIA needs of the IIA Chicago member base • Sub-committees responsible for: Recruitment, Recognition, Retention, Market Research, Email • Coordinate the relationship between IIA International and our Chapter in terms of membership information • Serves as first point of contact for new prospects/companies via website or board member referrals • Serves as an ambassador for the IIA and articulates the benefits of belonging to the chapter. • Assists member navigating their way through the Chicago chapter • Identifies Chicago companies not represented in the IIA and determines if an internal audit function is established and makes contact
Key Reporting / Deliverables	• Reports of membership activity are provided to the Board members at each meeting, except during the time of the Annual Seminar • Membership Plan Report is due by September 30th of each year to IIA National • Reports to: Vice President – Operations
Key Events	• Develop Chicago Chapter annual membership plan for IIA National • Quarterly follow ups for dropped or in arrears members to determine cause and to encourage renewal • Proactive solicitation of new members through collaboration with Education and other committees
Current Volunteer Opportunities and Commitment	• It is recommended chair budgets 4 hours per month to fulfill duties
Last Updated	

NEXT GEN ADVISORY

Mission statement: To communicate perspectives of and address issues relevant to the next generation of Internal Audit leaders in the Chicago chapter

Key Responsibilities	• Responsible for planning fundraisers to support NextGen charitable partners • Plans networking events/mixers to engage memberships • Completes projects and tasks assigned by the IIA Chicago Board of Governors • Serves as promoter of the IIA Chicago Chapter to other young internal audit professionals, encouraging participation by the next generation of Internal Audit leaders • Addresses or forwards member questions to appropriate parties when they come through the website
Key Reporting / Deliverables	• Plans and attends semi-monthly meetings
Key Events	• Semi-monthly meetings • Various ad hoc fundraisers or networking events throughout the calendar year
Current Volunteer Opportunities and Commitment	• It is recommended chairperson budgets 6-10 hours per month to perform duties
Last Updated	12/2025

NOMINATING COMMITTEE

Mission statement: To identify future board of governor members, chapter officers and succession planning.

Key Responsibilities	- Identifying future board of governor members, chapter officers and succession planning - Soliciting nominations for board of governors from the membership via email no less than 60 days in advance of the day for election of such governors - Arranging posting nominees on the website upon approval of the Nominating Committee Chair
Key Reporting / Deliverables	- List of nominees for offices to be filled shall be sent to the Registrar at least 60 days prior to election - At least 45 days preceding the day of the election, the Registrar shall communicate the list of nominees to each member via email and posting to the Chapter website. - For any additional nominations, they should be supported by no less than ten (10) members and submitted to the nominating committee no less than 35 days prior to the date of the election. - At least 30 days prior to the election, an electronic ballot shall be sent to the membership to vote in advance of the election date.
Key Events	Submit list of nominees and ballot at least 30 days preceding the day of the election
Current Volunteer Opportunities and Commitment	- Estimated roughly 20-hour commitment over the course of the year - The Nominating Committee is composed of the President as Chair and Governors and shall have no less than three (3) members.
Last Updated	12/2025

RESEARCH FOUNDATION

Mission statement: To review and select research projects with the largest impact to the Chicago membership

Key Responsibilities	• Work as a liaison with the IIA Research Foundation (IIARF) to ensure the Chicago Chapter's research needs are met • Monitor the status of any funds donated to the IIARF that are set aside for specific projects • Review projects that are funded through the Chicago Chapter
Key Reporting / Deliverables	• Annual reporting to the Chicago Chapter BOG regarding the IIARF's accomplishments and projects in-process • Reports to the President
Key Events	• Review potential research projects and selection and presentation to BOG
Current Volunteer Opportunities and Commitment	• Six hours, however, the amount can vary from 1 to over 10 hours depending on how many research projects are in-process.
Last Updated	

SOCIAL EVENTS COMMITTEE

Mission statement: To bring internal audit professionals together to enhance and strengthen their network within the chapter

Key Responsibilities	• Develop ideas as to possible social events that could be staged throughout the year that would foster stronger networking among the chapter membership and enhance working arrangements among board and committee volunteers • Solicit ideas for social events from board members • Design social events to reward/recognize board and committee volunteers • Assist the Chapter President with plans for an annual chapter board/committee volunteer social events
Key Reporting / Deliverables	• Periodic reporting at the monthly board meetings to discuss upcoming social plans • Reports to the Secretary
Key Events	• Volunteer appreciation event • Annual meeting and awards event – typically May • Other ad hoc events
Current Volunteer Opportunities and Commitment	• Estimated time committee is approximately 10 hours per month.
Last Updated	

SOCIAL MEDIA & COMMUNICATIONS COMMITTEE

Mission statement: To support the initiatives of the IIA Chicago chapter by creating and utilizing online forums for professional networking and knowledge sharing

Key Responsibilities	• Increase the awareness of the preferred Social Media Platforms (LinkedIn, Facebook, Twitter, etc.) and encourage participation • Educate members on the use of Social Media platforms through weekly Chapter e-mails, publishing controls on social media and potentially through IIA sponsored workshops/training sessions. • Maintain Chapter's Social Media sites on a regular basis (daily/weekly as deemed appropriate) • Promote educational content and resources provided by members and member firms • Distribute information provided at the Chapter events in real time (quotes, thoughts, knowledge, photos, etc.)
Key Reporting / Deliverables	• Update various Chapter social media pages as needed • Reports to the Secretary
Key Events	• Committee members need to attend monthly conference calls to establish and assign committee tasks • At least one committee member will be required to attend each IIA Chicago Chapter event and post relevant information about the event
Current Volunteer Opportunities and Commitment	• Expected commitment of 10-15 hours per month
Last Updated	

SPONSORSHIP COMMITTEE

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

SURVEYS

Mission statement:

**Key
Responsibilities**

**Key Reporting /
Deliverables**

Key Events

**Current Volunteer
Opportunities and
Commitment**

Last Updated

TRAINING COMMITTEE

Mission statement: Improve auditing competence and effectiveness of members by providing a challenging educational program.

Key Responsibilities	• Develop/assist with programs for Annual Seminar, Hacking Conference, Training Sessions • Challenge existing program offerings and promote continuous improvement in program design and delivery • Appoint committee/subcommittee chairs and members • Provide budgets and financial reports to the Board of Governors (BOG) as required • Liaise with IIA and other local chapters and industry/professional associations on educational offerings.
Key Reporting / Deliverables	• Assist in preparing monthly reports either written or verbal to the board on the status of Educational Calendar, Counts, Budget vs Actual and Survey Results
Key Events	• Assist in developing the annual program for review and endorsement by BOG by August 31 • Assist in maintaining annual program and provide updates to BOG at monthly meetings
Current Volunteer Opportunities and Commitment	
Last Updated	

TREASURER

Mission statement: To ensure the Chapter’s financial records and other reporting requirements are completed in an accurate and timely manner

Key Responsibilities	• Maintain financial records of the Chapter in accordance with the parameters established by the Chapter Board of Governors and International Headquarters • Prepare required monthly and annual statements and reports of financial activity • Invest excess Chapter funds according to the direction of the Board and Investment Committee • Prepare a monthly Balance Sheet and P&L statement, along with YTD P&L and Budget-to-Actual Report • Pay all bills and ensure that the designated Assistant Treasurer makes all deposits on a timely basis • Ascertain that the allotments received from International are both timely and accurate
Key Reporting / Deliverables	• Annual budget process runs from June to August of each year • Treasurer reports to President and works closely with President to finalize budget • Preparation of monthly financial statements for presentation at each monthly Board meeting • Preparation of IRS Form 1099’s for those that receive in excess of \$600 for services rendered, due by 1/31 • Preparation of IRS Tax Return for exempt organizations, by 10/15 • Prepare financial records for the annual external audit • Meet all reporting requirements from IIA Headquarters
Key Events	• Work with the President, Board members, and the CAP reporting officer to ensure that reporting dates are met each year. Ensure that there is an independent audit of the financial books of record each year between June – August. Audited financials must be sent to IIA Headquarters each year. Other dates noted in their appropriate sections.
Current Volunteer Opportunities and Commitment	• Estimated monthly commitment for Treasurer role is approximately 40 hours per month.
Last Updated	

VOLUNTEER COMMITTEE

Mission statement: To identify, track, and recognize volunteers of the chapter.

Key Responsibilities	• Maintain a repository of all volunteers for the chapter • Work with other committees to identify volunteer needs • Create postings of open needs on the chapter website • Speak with prospective volunteers to understand interest and connect them with the corresponding group(s) to assess fit • Work with the Social Events committee to plan volunteer specific events/activities • Initiate surveys to attract volunteers
Key Reporting / Deliverables	• Board of Governors status updates (monthly/quarterly) • Volunteer repository. • Survey results
Key Events	• Volunteer recruiting event (typically November) • Volunteer appreciation event (typically January) • Annual Seminar appreciation event (typically May)
Current Volunteer Opportunities and Commitment	• Committee members needed to develop committee overview template for other committees as well as define volunteer needs – 4 – 10 hours per month
Last Updated	

CHAPTER WEBSITE & COMMUNICATIONS

Mission statement: To ensure website content is up-to-date, provides a user-friendly experience, and collaborates with the Communications Committee and Social Media Committee.

Key Responsibilities	• Updates website on an ad hoc basis • Posts new job ads and training information • Addresses or forwards member questions to appropriate parties when they come through the website
Key Reporting / Deliverables	• Website updates are made on an ad hoc basis based on requests from the Senior Vice President or Board members • Reports to the Senior Vice President
Key Events	• June – Submit the Chapter Website Administrator Agreement to the Chapter President and IIA by June 15. • November – IIA selects random chapters and does a scorecard. • Postings for Annual Seminar, Cybersecurity Seminar, and Chapter Elections.
Current Volunteer Opportunities and Commitment	• It is recommended administrator budgets 6-8 hours per month to perform duties
Last Updated	

WOMEN’S INITIATIVE FORUM

Mission statement: : To provide a forum for our members to discuss issues and share information that are important or relevant to women. Our Chapter members have a vast amount of insight, experience, and vision. It is this knowledge that when collected and shared we can empower women at all levels in their careers and to achieve success and personal fulfillment

Key Responsibilities	Arrange two events each year that cover a relevant topic and/or allow for networking opportunities - Find presenters for the event, develop materials if necessary and provide CPE opportunities - Distribute invitations, track RSVPs and attendance, circulate sign-in sheet - Follow up on attendee requests and solicit feedback to continuously improve quality of each session
Key Reporting / Deliverables	- Invitation Distribution to the Registrar - Sign-In Sheet to Operations - Invoices to the Treasurer and/or submit expenses for reimbursement
Key Events	- Annual International Women’s Day Event - Networking/Targeted Learning Session Event
Current Volunteer Opportunities and Commitment	Volunteer Opportunities Open
Last Updated	12/2025

COMMITTEE	UPDATE	COMMITTEE	UPDATE	COMMITTEE	UPDATE
ACADEMIC RELATIONS	04/2026	CONFERENCE / LOGISTICS		SOCIAL MEDIA & COMMUNICATIONS COMMITTEE	
ADVOCACY COMMITTEE		EDUCATION TRAINING		SPONSORSHIP COMMITTEE	
ANNUAL SEMINAR COMMITTEE	07/2026	GOVERNMENT ADVISORY COMMITTEE		SURVEYS	
ASSISTANT SECRETARY		IIA/ISACA HACKING COMMITTEE		TRAINING COMMITTEE	
ASSISTANT TREASURER		INNOVATOR		TREASURER	
AUDIT COMMITTEE	01/2026	INVESTMENT COMMITTEE		VOLUNTEER COMMITTEE	
AVP OF EDUCATION		LONG RANGE PLANNING (LRP) COMMITTEE		CHAPTER WEBSITE & COMMUNICATIONS	
AWARDS COMMITTEE	12/2025	LUNCH & LEARN COMMITTEE		WOMEN'S INITIATIVE FORUM	12/2025
BOARD MEMBER ORIENTATION	12/2025	MANAGER FORUM			
CAREER ADVISORY COMMITTEE		MEMBERSHIP COMMITTEE			
CERTIFICATIONS		NEXT GEN ADVISORY	12/2025		
CHAPTER ACHIEVEMENT PROGRAM (CAP) REPORTING	12/2025	NOMINATING COMMITTEE	12/2025		
CHIEF AUDIT EXECUTIVE (CAE) FORUM	04/2026	RESEARCH FOUNDATION			
COMMUNICATIONS COMMITTEE		SOCIAL EVENTS COMMITTEE			