

Committee Descriptions

HISTORIAN/LIBRARIAN – Maintains a record of chapter milestones. Prepares articles about chapter history for directory or newsletter publication. Coordinates a meeting to honor past presidents.

MEETING ARRANGEMENTS – Handles location and menu for monthly meetings. Recommends meeting locations, menus and contracts with local hotels and handles room set-up, equipment needs and complaints with the hotel.

MEETING REGISTRATION – Provides an effective registration system for managing meeting attendees. Collects meeting and seminar fees. Reconciles and deposits the proceeds in the chapter bank account on a timely basis. Transmits the count and tally of members and guests present to the seminar coordinator and chapter secretary.

MEMBERSHIP – Promotes the interest of prospective members in the chapter. Identifies potential new members, reviews applications for membership eligibility and retains existing members. Helps new members become acquainted with other chapter members, board members and officers. Arranges for presentations to chapter members with 10, 15, 20 or 25 years of membership.

NEWSLETTER – Assembles and publishes a monthly newsletter containing useful and informative material relating to chapter news, Institute news and internal auditing advancements. Publishes employment opportunities for internal auditors. Solicits advertisements to offset costs.

NOMINATING COMMITTEE – Submits to the chapter's member's formal nominations, as provided for in the chapter bylaws, for all officers and Board of Governor vacancies. Works with chapter membership to identify prospective talent for various chapter governing positions. Works with chapter officers and committees to evaluate the capabilities, interest and performance of officers and committee members.

PARLIAMENTARIAN – Ensures chapter board meetings follow Robert's Rules of Order.

PROGRAMS – Provides challenging educational programs on subjects related to internal auditing with the purpose of improving the auditing competence and effectiveness of chapter members. Awards continuing professional development certificates for all eligible chapter programs.

RESEARCH – Initiates research of interest to the chapter on specific aspects of modern internal auditing concepts and practices and cooperates in the work of the IIA Research Foundation. Submits completed research projects to the IIA Research Foundation for consideration in the Annual Chapter Research Competition.

SEMINARS – Provides dynamic seminars of current internal audit oriented subjects. Identifies subjects of interest to members, selecting topics and discussion leaders who will present subjects that will enhance the work members are presently performing and that will also expand their knowledge of new problems brought about by increased responsibilities.

SOCIAL ACTIVITIES – Arranges social events for members and guests to socialize and make new acquaintances. Solicits donations and contributions to increase attendance and to ensure the success of the event.

SPEAKERS BUREAU – Pursues highly qualified individuals to speak at chapter meetings in order to provide members with information that allows them to keep up with rapidly changing business environments.

STRATEGIC PLANNING – Appraises current and future chapter member needs and recommends longrange objectives for the chapter, which will maximize chapter member benefits and chapter resources. Recommends to the Board suggestions to improve the image, performance, growth and effectiveness of the chapter. Is alert to new developments in other chapters and appraises their suitability for local adoption.