This is a brief description of The IIA Detroit Chapter Committee Roles.

**Academic Relations**
Establish and maintain working relationships with colleges and universities in the chapter area; encourage universities to incorporate internal audit classes; and support universities to participate in the Internal Audit Academic Awareness Program and Internal Auditing Education Partnership Program.

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

**Awards Committee**
Establish and monitor a chapter awards program; and inform members of the awards made by the chapter and global organization.

**Certification Chair**
The Certification Chair (must be a CIA) is responsible for generating awareness of, and growing the IIA Global Certification Programs within their Chapter throughout the Certification Program lifecycle for both members and nonmembers of The IIA. The Certification Committee works with the Membership Committee to review reports of newly certified members; and contacts and coordinates attendance, recognition and communication at an applicable chapter event.

**Chapter Achievement Program (CAP) Committee**
Monitor, track and report CAP activities to The IIA Headquarters.

**Communications Committee**
Connect with members and keep them informed of chapter and national events, programs, trainings, etc.; and work with the Website Administrator to keep website content updated. To develop publicity material that will create public awareness of the internal auditing profession, The IIA, the Chapter and accomplishments of its members.
The Institute of Internal Auditors
Detroit Chapter
Committee Responsibilities

**Governance Committee**
Ensure that chapter abides by its governing bylaws and The IIA standards.

**Investment Chair**
Interfaces with the investment manager for the scholarship fund. Ensures investments are appropriate and fees are reasonable.

**Membership Committee**
Promote the interest of prospective members in the chapter and maintain interest of existing members; communicate with and show appreciation for chapter members; and maintain membership records.

**Nominating Committee**
Identify future board of governor members, chapter officers and succession planning.

**Programs Committee**
Plan challenging educational programs (monthly meetings) and training for members to enhance their internal audit skillsets. The Committee determines topics for the chapter meetings, webinars, trainings and other sessions by reaching out to potential speakers to obtain their commitment and bios.

**Scholarship Committee**
Develop a scholarship essay topic or other program; notify colleges and universities about scholarship opportunities; select and award scholarships to students who participate in the scholarship program.

**Social Committee**
Plan social events for board and chapter members to help network and build and maintain relationships.

**Spring Conference**
Manage the annual training conference: venue, instructors, training sessions, sponsors, meals, equipment, invitation through EMT, registration, CPEs.