



The Institute of Internal Auditors Detroit Chapter Committee Responsibilities

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.



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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.