New York Chapter of the Institute of Internal Auditors  
Certification Committee Charter

The Board of Governors (hereafter “Board”) of the New York Chapter of the Institute of Internal Auditors (hereafter “Chapter”) has authorized the Executive Committee (hereafter “EC”) to establish the Certification Committee (hereafter “Committee”). This Committee will be chaired by the Chapter’s Vice President and Secretary.

Committee Role/Objective
The objective of the Certification Committee should be to (1) assist our members to obtain certifications in the internal audit profession and (2) respond to ongoing member inquiries regarding certification. Additionally, periodic analysis of certification should be performed to identify trends.

Committee Membership

Composition
The Committee shall consist of at least two members, including the Chair – the Chapter Secretary and one volunteer. Any Committee member who ceases to be a member of the Chapter shall immediately be removed from the Committee.

Qualifications of Committee participants
Participants/volunteers involved with the Membership Committee should:
- Be proactive and diligent in responses to others and in submission of information to Chair and others
- Be IIA Chapter members with active certifications preferred but not required

Terms
The Committee members shall be appointed for a one-year term. The term can be extended for any existing Committee member at the time of the conclusion of their initial term for one additional year at the request of a majority of the EC in accordance with the Chapter Bylaws.

Committee Responsibilities
1. Promote CIA training courses offered by local Colleges and Universities, the IIA and the NY and neighboring Chapters.
   a. Maintain regular communication with local colleges and universities including Pace and St. Johns to obtain information on CIA training courses offered each semester as well as attendance statistics
   b. Forward information on training courses regularly to the Communications team of NY IIA chapter to ensure information is included in our newsletters, website and other social media sources
   c. Coordinate with Academic Relations Committee, as applicable
2. Obtain and analyze the listing of individuals certified on at least a quarterly basis.
   a. Prepare report to include list of those recently certified and provide regularly to the Communications team of NY IIA chapter to ensure information is included in our newsletters, website and other social media sources
   b. Send congratulations letters to those who have been certified on at least a quarterly basis and invite individuals to receive their certificate and a PIN at a NYIIA luncheon.
3. Maintain regular communication with members including:
   a. Respond to members’ inquiries including those received from other EC members or the Global IIA

Meeting Frequency
The Committee will generally meet as needed with updates provided to the Board of Governors at least four times a year (typically the committee chair) in coordination with the meetings held.