

1.4.3 ASSISTANT QUALITY ASSURANCE COORDINATOR AND SPECIAL ASSISTANTS

In consultation with the Quality Assurance Coordinator, the Assistant Quality Assurance Coordinator is responsible for:

- assisting Chief Audit Executives upon request to recruit qualified volunteers for their review teams;
- providing technical assistance to review teams during the course of their reviews;
- assigning Special Assistants and supervising the performance of technical reviews of Internal Audit Department's Quality Assurance Reports and necessary supporting documentation as outlined in the SIAAB Quality Assurance Coordination Checklist;
- making recommendation to the Board regarding the acceptance / rejection of the Internal Audit Department's Quality Assurance Report.
- working with the CPE Coordinator to coordinate the Board's quality assurance review training program.

(Note: The Assistant Quality Assurance Coordinator position is instrumental in the Board's implementation of the peer review program (also referred to as the quality assurance review) required by FCIAA (30 ILCS 10/2005(f)(3)) and outlined in Article III of these Bylaws.

The Special Assistant(s) shall be existing ~~Board members, Chief Internal Auditors or Audit Managers~~ internal auditors of a State Audit Organization ~~selected by the Chair and approved by a majority of the Board during the March meeting or as needed throughout the year. Special Assistant(s) shall report to the Assistant Quality Assurance Coordinator and serve a one year term, but may be reappointed and serve until replaced~~ with at least three years of experience selected by the Chair and approved by a majority of the Board during the March meeting or as needed throughout the year.

The Special Assistant(s) shall be responsible for:

- performing ~~technical~~ administrative reviews of Internal Audit Department's Quality Assurance Reports and necessary supporting documentation; and
- making recommendation regarding the acceptance / rejection of the Internal Audit Department's Quality Assurance Report.

(Note: This Special Assistant position(s) is instrumental in the Board's implementation of the peer review program (also referred to as the quality assurance review) required by FCIAA (30 ILCS 10/2005(f)(3)) and outlined in Article III of these Bylaws.