

1.4.4 OTHER COORDINATORS

The Conference Coordinator, in consultation with the Board Chair, is responsible for planning and administering a Board conference at least annually. All Board conferences will be subject to the Open Meetings Act and the Conference Coordinator is responsible for ensuring compliance with such Act. (Note: This Coordinator position is instrumental in the Board's implementation of training and peer review programs required by FCIAA. (30 ILCS 10/2005(f))

The CPE Coordinator, in consultation with the Board Chair, is responsible for administering the Online Quality Assurance Review training course to measure an individual's knowledge of professional standards adopted by the Board and the Fiscal Control and Internal Auditing Act. (Note: This Coordinator position is instrumental in the Board's implementation of standards, training, and peer review program as required by FCIAA. (30 ILCS 10/2005(f))

The SIAAB Guidance Coordinator, in consultation with the Board Chair, is responsible for monitoring changes to the Fiscal Control and Internal Auditing Act, standards and ethics of the Institute of Internal Auditors, the General Accounting Office, and other professional standards as applicable. In addition, the SIAAB Guidance Coordinator shall receive any requests for interpretation of the aforementioned. These shall be reviewed and evaluated by the SIAAB Guidance Coordinator who shall make a recommendation to the Board for consideration of the appropriate action to be taken in conformance with provisions one and two below. All decisions shall be posted on the SIAAB website in a manner that allows for their ready use by the State Internal Audit community.

1. Determine that current guidance or interpretations are clear enough that any individual making a request need only receive an official response from the Board that provides an explanation of the Board's position along with appropriate references to the existing guidance or interpretations. The official response that is to be sent to the person(s) making the request is decided upon by a majority vote of the Board. The response shall then be issued by the Chair on behalf of the Board. In the case of deciding whether to adopt a change that was made to existing industry guidance, the decision shall be made by a majority vote of the Board.
2. Determine that clarification or written guidance is necessary to ensure the requirement(s) are applied appropriately. The SIAAB Guidance Coordinator shall prepare an official "SIAAB Guidance Exposure Draft" for consideration by the Board for distribution to all State of Illinois Chief Internal Auditors. This allows the SIAAB to gain from the knowledge and expertise of all affected practitioners and therefore arrive at the best solution. The SIAAB Guidance Coordinator shall request a minimum 30 calendar day period of time for consideration of comments. This period may be extended either before or after the issuance of the "SIAAB Guidance Exposure Draft" upon majority vote of the Board. The Board shall review comments received from the State Internal Audit community and discuss and approve a final version of the guidance. The guidance constitutes the official position taken by the Board on internal audit related standards and practices. It should include all critical points and references to any documentation utilized in arriving at the decision for reference by State of Illinois Internal Auditors. The content

of the final version of the guidance shall be at the sole discretion of the majority vote of the Board since they are charged with the responsibility for promulgating the standards that are to be followed by all State of Illinois Internal Auditors. Each individual SIAAB Guidance Position Statement shall be numbered sequentially and indicate the date of adoption by the Board, and also reflect the date of any subsequent amendment(s).

The SIAAB Guidance Coordinator shall also be responsible for seeking comment from State of Illinois Internal Auditors regarding any request from the Institute of Internal Auditors regarding possible changes to the IIA Standards and Practice Advisories or any other group seeking comment regarding Internal Audit activities that affect State of Illinois Internal Auditors. When determined appropriate by a majority vote of the Board, the SIAAB shall issue a collective comment regarding the change under signature of the Board.

Lastly, in order to ensure an open channel of communication is maintained, the SIAAB Guidance Coordinator is responsible for ensuring that periodic meetings are held with the Office of the Illinois Auditor General. These periodic meetings shall be arranged and coordinated as directed by the Board. Those persons representing the Board at these meetings will be at the discretion of the SIAAB Chair with approval by the Board.

The FOIA Coordinator (also known as FOIA Officer), in consultation with the Board Chair and the Assistant Freedom of Information Coordinator, is responsible for successfully completing the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and filing a certificate of completion with the Board, receiving FOIA requests and responding in a timely manner; coordinating with other Board members to maintain the Board's records in accordance with the State Records Act; and advising Board members of their duties under the Open Meetings Act. In addition, the FOIA Coordinator will be responsible for submitting the Records Disposal Certificate in accordance with the Board's Application for Authority to Dispose of State Records approved by the State Records Commission (Note: The FOIA Coordinator position is instrumental in the Board's implementation of the), Freedom of Information Act (5 ILCS 140), State Records Act (5 ILCS 160), Identity Protection Act (5 ILCS 179) and Personal Information Protection Act (815 ILCS 530).)

The Assistant FOIA Coordinator (also known as Assistant FOIA Officer), in consultation with the Board Chair and Freedom of Information Coordinator, is responsible for successfully completing the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and filing a certificate of completion with the Board, assisting the FOIA Coordinator in all duties and carrying out the FOIA Coordinator's duties in their absence. (Note: The Assistant FOIA Coordinator position is instrumental in the Board's implementation of the Freedom of Information Act (5 ILCS 140), State Records Act (5 ILCS 160), Identity Protection Act (5 ILCS 179) and Personal Information Protection Act (815 ILCS 530).)

~~Whenever a new FOIA Coordinator or Assistant FOIA Coordinator is designated by SIAAB, that person must successfully complete the training provided by the Illinois Office of the Attorney General for both the Freedom of Information Act and the Open Meetings Act within 30 days after assuming the position and, annually thereafter.~~

The Webmaster shall be selected by the Chair and approved by a majority of the Board during the March meeting. The Webmaster shall serve a one year term, but may be reappointed and serve until replaced. In working with Board members, the Webmaster is responsible for maintaining the website content, coordinating the registration for the Online Quality Assurance Review training course, and notifying CPE Coordinator of the course results and forwarding "official" Board records to the FOIA Coordinator in a timely manner.

The Recording Secretary shall be responsible for taking the official record and minutes of all SIAAB meetings. The secretary will be responsible for providing minutes from each meeting to all members of the Board for their comment prior to the next meeting. They will also be responsible for providing the approved minutes to the Webmaster with 10 days of their approval by the Board to be posted on the Board's website. The Secretary is responsible for publishing the minutes to the appropriate folder in the Board's electronic record storage site.