



ASSOCIATION OF
**WORKPLACE
INVESTIGATORS**

Overview

The following committee charters were created with the committee chairs to clarify each advisory committee's role. Each charter provides a detailed overview of the responsibilities and functions of its respective committee.

These charters are designed to clarify the purpose and scope of each committee's work, ensuring that all members and stakeholders clearly understand the committee member's roles and contributions.

Contents

AWI Advocacy Committee Charter	2
AWI Annual Conference Committee Charter	4
AWI Diversity and Inclusion (D&I) Committee Charter	5
AWI Journal Editorial Board Charter	6
AWI Membership and Marketing Committee Charter	7
AWI Seminar Committee Charter	9
AWI Training Institute Committee Charter	11
AWI Webinar Committee Charter	13
AWI Weekly Committee Charter	15

AWI Advocacy Committee Charter

Purpose

The Advocacy Committee supports AWI's mission by monitoring and addressing workplace investigation-related legislation, regulations, and caselaw. The committee provides recommendations to AWI's Board of Directors regarding advocacy efforts, ensuring that AWI's voice contributes to advancing professional standards and practices.

Scope

The Advocacy Committee focuses on:

- **Monitoring Legislation and Case Law:** Tracking developments in workplace investigation-related legislation, agency rulemaking, and legal cases across jurisdictions.
- **Advocacy Recommendations:** Proposing strategies to the Board for engaging in legislative or judicial advocacy, including the filing of amicus curiae briefs.
- **Member Engagement:** Managing the "Advocacy Form" on AWI's website to collect input from members and the public regarding relevant issues.
- **Committee Assignments:** Assigning members each month to monitor legislative and legal developments in specific areas.

Committee Participation

The Advocacy Committee is open to internal and external investigators who are AWI members. Volunteers are recruited annually, though additional opportunities may arise. The committee meets monthly.

Roles and Responsibilities

- **Legislation and Case Monitoring:** Review and report on legal developments impacting workplace investigations.
- **Advisory Support:** Promptly provide well-researched recommendations to AWI's Board of Directors for their consideration.
 - In cases where the Board decides to engage in an advocacy activity, the President, in consultation with the Chair of the Advocacy Committee, will appoint a member of the Advocacy Committee to lead the effort, and others to provide support as needed.
 - In cases, where the Board declines advocacy engagement, the Advocacy Committee shall respond to the AWI member who submitted the issues for AWI advocacy, advise the member of AWI's decision whether to engage in advocacy, and the reason(s) for the decision.
- **Member Outreach:** Encourage members to utilize the Advocacy Form to inform the committee about ongoing development and review forms completed by members.
- **Collaboration:** Work with other AWI committees to align advocacy initiatives with AWI's overall goals.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Meeting Schedule

The Advocacy Committee meets monthly.

Point of Contact

For more information about the Advocacy Committee, please contact the [AWI office](#)
If you would like to volunteer, please click the link and fill out the [form](#).

AWI Annual Conference Committee Charter

Purpose

The Annual Conference Committee is responsible for planning and delivering AWI's flagship event, the Annual Conference. This conference provides workplace investigators with a premier learning and networking experience through a variety of plenary and breakout sessions.

Scope

The Annual Conference Committee focuses on:

- **Presentation Selection:** Reviewing and selecting high-quality proposals based on relevance, diversity of topics and speakers, and presenter expertise.
- **Diverse Offerings:** Promoting sessions to address the needs of new and experienced investigators and reflect AWI's commitment to diversity.
- **Coordination:** Collaborating with AWI leadership and staff to schedule and organize conference logistics and various Conference offerings (e.g., sponsorships, social events).
- **Promotion:** Supporting efforts to promote the conference and encourage member, sponsor, and exhibitor participation.

Committee Participation

Committee members are selected based on expertise and interest in continuing education. Volunteer opportunities begin in January to prepare for the fall conference.

Roles and Responsibilities

- **Evaluate Proposals:** Select presentations that align with AWI's mission and conference goals.
- **Support Presenters:** Provide guidance to speakers to ensure engaging and high-quality sessions.
- **Collaborate on Logistics:** Work with AWI staff to finalize schedules and ensure a seamless conference experience.
- **Promote Participation:** Contribute to marketing efforts to maximize attendance and sponsor/exhibitor participation.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Meeting Schedule

The committee meets monthly, with increased frequency during the Call for Proposals review and schedule creation process.

Point of Contact

For more information, please contact the [AWI office](#).

AWI Diversity and Inclusion (D&I) Committee Charter

Purpose

The D&I Committee is dedicated to promoting a culture of diversity, inclusion, and belonging within the Association. It advises the Board of Directors on diversity and inclusion matters and develops strategies, initiatives, and training programs to advance these goals within the organization and the profession of workplace investigations.

Scope

The D&I Committee focuses on:

- Reviewing and enhancing the Association's diversity and inclusion policies and programs.
- Identifying opportunities to improve diversity and inclusion among members, leadership, and activities.
- Recommending and implementing initiatives to increase the representation of underrepresented groups.
- Collaborating with the Board and other committees to integrate diversity and inclusion into strategic planning and decision-making processes.
- Reporting on the progress of diversity and inclusion efforts.

Committee Participation

The Committee may be led by a Chair and/or Co-Chairs who are chosen by the Board based on their commitment and involvement. Members are appointed by the Nominations Committee.

Roles and Responsibilities

- Uphold the mission and values of the Association.
- Actively participate in meetings and discussions.
- Promote awareness and understanding of D&I issues.
- Organize and participate in D&I training sessions and events.
- Act as liaisons between the D&I Committee and other advisory committees.
- Gather and share stakeholder feedback on D&I initiatives.
- Commit to personal education on D&I issues and best practices.
- Foster an inclusive and respectful environment.

Liaison Role

- Attend other advisory committee meetings on an as needed basis to stay informed and gather feedback.
- Present feedback to the D&I Committee for consideration.
- Collaborate on providing support and resources to other committees based on their needs.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Meetings

The D&I Committee typically meets monthly and schedules additional meetings as needed to address specific topics or priorities.

Point of Contact

For more information, please contact the [AWI office](#).

AWI Journal Editorial Board Charter

Purpose

The AWI Journal Editorial Board curates and publishes the *AWI Journal*, a peer-reviewed publication dedicated to exploring the many facets of workplace investigations. Articles include legal trends, investigative practices, and book reviews, offering thought leadership to the profession.

Scope

The AWI Journal Editorial Board focuses on:

- **Article Solicitation:** Inviting AWI members and external contributors to submit articles and abstracts.
- **Content Review:** Evaluating submissions for quality, relevance, and alignment with AWI's Guiding Principles.
- **Publishing:** Collaborating with authors to refine articles and ensure high editorial standards.
- **Member Engagement:** Promoting opportunities to write for the journal.

Editorial Board Participation

The Editorial Board is open to members interested in writing, editing, or content curation. Editorial Board members are expected to participate in an ongoing way. This participation can take many forms, like regularly attending Editorial Board meetings, peer-reviewing articles, corresponding with authors, and soliciting articles and topics.

Roles and Responsibilities

- **Solicit Contributions:** Encourage AWI members and experts to submit content or reach out to potential authors.
- **Edit Submissions:** Provide editorial feedback on article content to refine articles.
- **Promote the Journal:** Increase engagement through marketing and outreach.

Authority

The Editorial Board is an advisory committee and has no expressed or implied power or authority. The Editorial Board will make recommendations to the Board of Directors.

Meeting Schedule

The Editorial Board meets on a monthly basis to discuss ongoing projects and progress of upcoming issues. Editorial Board members are expected to attend at least half of the Editorial Board meetings.

Point of Contact

For more information, please contact the [AWI Office](#)

AWI Membership and Marketing Committee Charter

Purpose

The Membership and Marketing (M&M) Committee plans and implements projects to attract new members and improve the experience of current members. Through strategic initiatives, the committee ensures that AWI's community remains strong, supportive, and professionally enriching. The committee also helps to launch Local Circles and Affinity Groups, provides ongoing support to Local Circle and Affinity Group conveners, and leads other efforts to foster connection and engagement among members throughout the AWI community.

Scope

The M&M Committee focuses on:

- **Member Attraction and Retention:** Creating and implementing initiatives to attract new members and retain existing ones, ensuring AWI's growth and vitality.
- **Member Experience and Engagement:** Enhancing the membership experience by developing and supporting Local Circles and Affinity Groups, identifying and implementing new member benefits, and advancing Board initiatives.
- **Event Participation:** Identifying and participating in speakership and exhibition opportunities at live conferences and events to increase AWI's visibility and member engagement.
- **New Member Orientation:** Running quarterly orientations to introduce new members to AWI's mission, resources, and community.
- **Cross-Committee Collaboration:** Liaising with other AWI committees to integrate membership-focused initiatives and align efforts to improve the overall member experience.
- **Forward and Further Projects:** Identifying and launching projects that anticipate future needs and expand AWI's impact.

Committee Participation

The M&M Committee benefits from a diverse team of professionals, including internal and external specialists, HR professionals, private investigators, and attorney investigators from across the country and beyond. Volunteers are typically recruited in the fall, but additional opportunities may arise throughout the year based on project needs. Interested individuals are encouraged to apply using AWI's volunteer interest form.

Requirements for participation on the M&M Committee will be communicated by the Committee Chair or Co-Chair(s) annually. Minimum participation requirements may include, for example, regular participation at M&M Committee meetings and the fulfillment of volunteer responsibilities assumed.

Roles and Responsibilities

M&M Committee members may participate in many different activities, each of which furthers one or more of the following endeavors:

- **Develop and Execute Marketing Initiatives that Advance Projects:** Collaborate to identify, design, and implement campaigns that anticipate future member needs while promoting AWI's benefits to current and prospective members, thereby broadening AWI's reach.
- **Support Local Circles and Affinity Groups:** Help launch new Affinity Groups and Local Circles. Work closely with existing Local Circle and Affinity Group Conveners to enhance the quality and value of these member benefits and foster a supportive and engaged community across the AWI community.
- **Organize New Member Orientation:** Facilitate AWI's quarterly New Member Orientation sessions to welcome and integrate new members.

- **Enhance Member Experience:** Improve existing benefits, and identify and implement new member benefits and initiatives, integrating feedback from member surveys and cross-committee collaborations.
- **Promote Event Participation:** Coordinate AWI's presence at relevant industry conferences and events to increase exposure and engagement.
- **Collaborate Across Committees:** Liaise with other AWI committees to align and integrate efforts on membership-focused projects.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Committee Leadership

The M&M Committee will have at least one Chair, and may have two or more Co-Chairs, in any given year. The Chair's role is to lead the M&M Committee in its efforts to advance committee initiatives, and to communicate with the M&M Committee's board liaison, AWI's executive team, and other Board leaders as needed.

The current Chair or Co-Chairs may identify new potential Chairs from amongst the M&M committee membership based on objectively relevant criteria. Criteria include, but are not limited to the member's length of tenure on the M&M Committee, the range and/or quantity of tasks the member has taken on over time, the member's overall engagement and reliability (i.e., attendance and participation at monthly meetings, and follow-through in taking on and completing tasks), the member's organizational and/or collaborative skills, and the member's desire to take on a committee leadership role. All Chair appointments may be subject to Board approval.

Meeting Schedule

The M&M Committee meets monthly to plan and discuss ongoing projects, with additional meetings scheduled as necessary to support specific initiatives.

Volunteer Information

Volunteers interested in joining the M&M Committee are encouraged to apply in the fall via a volunteer interest form. Applications are accepted throughout the year as needed.

Point of Contact

For more information about the M&M Committee, please contact the [AWI office](http://www.awi.org/committees).

AWI Seminar Committee Charter

Purpose

The Seminar Committee is dedicated to delivering impactful educational opportunities that support AWI's mission to advance the quality of workplace investigations. The committee oversees the development, delivery, and continuous improvement of AWI's seminar offerings, ensuring they meet AWI's high standards for professional development in workplace investigations. By selecting qualified presenters, coordinating logistics, and collecting participant feedback, the committee plays a key role in providing high-quality training to AWI's community.

Scope

Committee members are responsible for actively participating and executing objectives outlined below in overseeing the seminars and workshops, including, but not limited to, recruiting, coordinating and managing all operational aspects from inception to completion to ensure all programming meets AWI's standards for professional development. Committee members will attend monthly meetings (as outlined below) and participate as a lead coordinator and moderator for seminars and workshops on a rotating basis. Other time commitments include completion of special projects (such as compiling/evaluating potential presenters, reviewing materials for relevant updates, etc.). The anticipated time commitment is an average of one to two hours per month, plus approximately four additional hours for the months when a committee member is assigned as a moderator (members tend to serve to moderators one to two months per year).

- **Course Delivery:** Overseeing the planning and execution of AWI's seminar offerings to ensure consistency, quality, and relevance.
- **Presenter Engagement and Selection:** Identifying and selecting qualified presenters who meet AWI's training standards and ensuring they are well-prepared.
- **Scheduling:** Coordinating course schedules to align with AWI's educational calendar and maximize participation.
- **Session Moderation and Liaison:** Acting as liaisons to presenters to provide support and moderating sessions to ensure smooth delivery.
- **Participant Feedback and Evaluation:** Collecting and analyzing participant evaluations to assess the effectiveness of the courses and identify areas for improvement.
- **Pricing and Participant Capacity:** Recommend appropriate pricing and participant limits for the courses.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Committee Participation

Participation is open to volunteers who are passionate about supporting AWI's core training offerings. Volunteer recruitment typically occurs in the fall, though additional opportunities may

arise throughout the year based on project needs. Interested individuals are encouraged to apply through the designated form.

Roles and Responsibilities of Committee Members

- **Course Support:** Oversee the logistics, scheduling, and execution of these courses.
- **Engage and Prepare Presenters:** Recruit qualified presenters, ensure they meet AWI's training standards, and provide guidance to support their success.
- **Coordinate Course Logistics:** Plan and manage all operational aspects of the courses, including scheduling, session moderation, and acting as a presenter liaison.
- **Evaluate Course Outcomes:** Collect and review participant feedback to improve the courses and ensure they meet AWI's objectives.
- **Establish Pricing and Limits:** Recommend pricing and participant capacity in alignment with course goals and market demand.

Meeting Schedule

The Seminar Committee meets monthly to plan and review the delivery of the seminar offerings. Additional meetings may be scheduled as necessary to address time-sensitive needs.

Point of Contact

For more information about the Seminar Committee, please contact the [committee co-chairs](#).

AWI Training Institute Committee Charter

Purpose

The Institute Committee oversees the development, delivery, and continuous improvement of the Training Institute for Workplace Investigators. The committee ensures attendees have access to an industry-leading ANSI National Accreditation Board (ANAB) accredited and assessment-based certificate program, allowing attendees the opportunity to become an AWI Certificate Holder (AWI-CH).

Scope

The Training Institute Committee focuses on:

- **Curriculum Development:** Design, review, and revise training module content to enhance student learning outcomes and align with evolving industry standards.
- **ANAB Accreditation of the Institute:** Maintain accreditation of the Institute's certificate program from the ANSI National Accreditation Board (ANAB).
- **Instructor Selection and Development:** Recruit, train, and support faculty to ensure consistency and quality in program delivery.
- **Testing and Assessment:** Develop and evaluate the forms for the knowledge assessment, interview assessment, and report writing assessment.
- **Operations and Logistics:** Support the operational needs of the Training Institute, including location selection, faculty assignments, program evaluation, and on-site logistics.
- **Strategic Oversight:** Ensure the program remains relevant and impactful within the field of workplace investigations, with regular reviews of student, faculty, and evaluator feedback.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Committee Structure

The Training Institute Committee operates with four subcommittees: Testing, Curriculum, Faculty Development, and Operations. Each subcommittee has a Chair and Vice-Chair to ensure continuity and support for leadership succession. Subcommittee members are selected through an application process and must meet specific eligibility requirements.

- **Testing Subcommittee:** Oversees assessment creation, rater training, and test evaluation.
- **Curriculum Subcommittee:** Designs, reviews, and revises curriculum materials to improve learning outcomes.
- **Faculty Development Subcommittee:** Develops and delivers faculty training resources and supports faculty skill development.
- **Operations Subcommittee:** Manages the operational aspects of the Training Institute, including logistics and faculty assignments.

Committee Participation

Committee members must hold the AWI-CH designation and be AWI members in good

standing. Subcommittee eligibility requirements vary, with some requiring prior experience as Institute faculty. Volunteers are recruited annually, with opportunities to express subcommittee preferences during the application process.

Roles and Responsibilities

- **Dependent on Subcommittee:** Each subcommittee has different responsibilities, as described above.
- **Collaboration Across Subcommittees:** Members work collaboratively across subcommittees to integrate insights and improve the overall program.

Meeting Schedule

The Training Institute Committee meets at least twice a year, with additional meetings as needed. Subcommittee meetings occur as needed, differing based on each subcommittee's work. The Advisory Group, composed of committee and subcommittee leaders, meets at least six times annually to provide strategic oversight and address program needs.

Volunteer

the designated form during the annual recruitment period. Additional opportunities may arise throughout the year as needed.

Point of Contact

For more information about the Training Institute Committee, please contact the [AWI office](#)

* Please note, because of the accredited nature of the program, the committee's structure and responsibilities are thoroughly documented. This is an overview and summary, but it does not replace or supersede the official documentation maintained by the Program Manager.

AWI Webinar Committee Charter

Purpose

The Webinar Committee is dedicated to providing high-quality, relevant, and engaging webinars that support the professional development of AWI members and other industry professionals. By selecting diverse training topics and speakers, the committee ensures that AWI's webinars align with the AWI Guiding Principles while addressing the evolving needs and interests of the workplace investigation field.

Scope

The Webinar Committee focuses on:

- **Annual Webinar Schedule:** Planning and delivering 12 webinars per year (one per month) to ensure consistent, valuable educational opportunities.
- **Topic and Speaker Selection:** Sourcing, identifying, curating, developing, and reviewing webinar topics and speakers that align with AWI's 11 guiding principles and organizational goals.
- **Diverse Offerings:** Promoting a broad range of training topics and speakers to meet the varied interests and needs of AWI members.
- **Webinar Planning and Coordination:** Working with AWI staff to manage logistics, including scheduling, moderation, and production of webinars.
- **Content Development:** Collaborating with speakers to refine presentation content, learning objectives, and engagement strategies.
- **Feedback and Evaluation:** Collecting participant feedback to assess the effectiveness of webinars and inform future planning.
- **Coordination with Other Committees:** Working closely with the Seminar Committee and the Annual Conference Committee to ensure webinar topics do not overlap with other AWI educational offerings.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Committee Participation

The committee meets monthly to plan and review upcoming webinars, manage topic development, and coordinate logistics. Volunteer opportunities are typically available in the fall, with additional roles filled as needed throughout the year. Each committee member is responsible for supporting at least one webinar topic and serving as a moderator annually.

Roles and Responsibilities

- **Source and Curate Topics:** Identify and develop webinar topics that align with AWI's mission and Guiding Principles.
- **Engage and Support Speakers:** Recruit qualified speakers, ensuring they meet AWI's standards, and provide guidance to refine their presentations.
- **Coordinate Webinar Logistics:** Plan schedules, organize moderation, and oversee technical preparation to ensure seamless webinar delivery.
- **Support Moderation:** Each committee member moderates or supports at least one webinar per year to foster engagement and continuity.

- **Diversity and Inclusion:** Actively promote diversity in training topics and speaker selection to reflect the breadth of the field.
- **Feedback and Improvement:** Gather participant feedback and use it to enhance future webinar offerings.
- **Collaborate with Other Committees:** Coordinate with the Seminar Committee and Annual Conference Committee to prevent topic overlap and maximize the value of AWI's educational programs.

Meeting Schedule

The Webinar Committee meets monthly to review webinar proposals, discuss upcoming topics, and manage logistics for planned webinars.

Volunteer Information

Volunteers interested in joining the Webinar Committee are encouraged to apply in the fall, with applications accepted throughout the year as needed. Those interested in presenting a webinar may submit a proposal using the [Webinar Topic Submission Form](#).

Point of Contact

For more information about the Webinar Committee or to discuss potential topics, please contact the [AWI office](#).

AWI Weekly Committee Charter

Purpose

The Weekly Committee supports AWI's mission by gathering and sharing investigation related news items of interest to AWI members. The committee sources articles from the United States, Canada, and Australia each week to keep members informed of relevant developments.

Scope

The Weekly Committee focuses on:

- **News Collection:** Researching and gathering timely and relevant news articles related to workplace investigations and related topics.
- **Regional Coverage:** Sourcing news from the United States, Canada, and Australia to provide a broad and diverse perspective.
- **Member Relevance:** Selecting items that reflect the interests and professional focus of AWI members.

Authority

The committee is an advisory committee and has no expressed or implied power or authority. The committee will make recommendations to the Board of Directors.

Committee Participation

The Weekly Committee is open to AWI members. The Weekly Committee operates on a rolling weekly basis. Meetings are scheduled as needed.

Roles and Responsibilities

- **Correspondents:** Work with the Weekly Editor to research and submit timely articles for inclusion in the Weekly Digest.
- **News Review:** Ensure articles are relevant and appropriate for the AWI membership.
- **Content Coordination:** Contribute to the compilation of the Weekly Digest distributed to AWI members and subscribers.

Volunteer Information

The committee typically accepts volunteers in the fall, but volunteers are sometimes needed during different times of the year. Those interested in volunteering can fill out the following [form](#).

Point of Contact

For more information about the Weekly Committee, please contact the [AWI office](#).