

The Association of College and University Auditors (ACUA)

Live Events

Original Issuance Date

March 5, 2026

Effective Date

March 5, 2026

Last Revision/Reviewed Date

New Policy

Purpose

This policy establishes governance, authority, and accountability for all live educational events sponsored or hosted by the Association of College and University Auditors (ACUA), including in-person conferences, virtual conferences, and webinars (“Live Events”).

Policy Owner

Professional Education Committee (PEC) Chair

Scope

This policy applies to the Professional Education Committee, ACUA Board of Directors, Executive Committee, and the ACUA Management Company.

Policy Statement

The PEC oversees all educational activities including Live Events. The PEC is responsible for ensuring that all ACUA educational activities comply with applicable NASBA Continuing Professional Education (CPE) standards, and the PEC has sole authority to approve CPE credit determinations and the issuance of CPE certificates for ACUA-sponsored live events.

The Board and Executive Committee retain approval authority for pricing and material financial decisions. Final program approval rests jointly with the PEC Chair, PEC Board Liaison, and Live Events Director.

I. Procedures and Operating Standards for Policy 603

- a. The PEC Manual provides implementation guidance in support of Policy 603 – Live Events. It does not establish policy, confer authority, or modify approval requirements.

II. Program Development and Content Management

- a. The Professional Education Committee coordinates program development activities, including calls for proposals, proposal evaluation, session curation, and facilitator assignments.

III. Volunteer and Subcommittee Operations

- a. Conference Planning Committees and subcommittees operate under the authority of the PEC Chair and Live Events Director.

IV. Speaker Management

- a. Speaker agreements, benefits, and communications are coordinated by the Live Events Director in partnership with the Management Company.

V. Budget Development and Monitoring

- a. Event budgets are developed collaboratively by the PEC, Treasurer, and Management Company and submitted for Board approval.

VI. Marketing and Communications

- a. The PEC collaborates with ACUA marketing channels to promote Live Events.

VII. Event Logistics and Delivery

- a. The Management Company coordinates venue arrangements, registration systems, vendor contracts, and logistics under PEC direction.

VIII. Post-Event Evaluation

- a. The Management Company collects attendee feedback following each Live Event. Summary results are reviewed by the PEC and shared with the Board.

IX. CPE Distribution

- a. The PEC works with the Management Company to carry out the policy for Attendance and Monitoring for CPE Accreditation (Policy 602). This ensures that all CPE is distributed compliant with NASBA standards.

Compliance

The PEC Chair ensures all planning steps meet policy and NASBA standards and monitors timelines in coordination with the Management Company. Non-compliance will be addressed through Board consultation, starting with the Board Liaison but escalating to the Executive Committee and full Board as warranted, and necessary process improvements implemented.

Exceptions

The President must approve any exceptions to this policy in writing. The PEC will document and evaluate exceptions after each event to support continuous improvement. The Vice President will serve as a back-up approval if the President is unavailable or has a conflict of interest.

Definitions

1. PEC: ACUA's Professional Education Committee, which oversees all of ACUA's educational offerings.

2. Live Event Director: The volunteer responsible for a conference planning subcommittee, including:
 - a. Spring Conference Planning Subcommittee (Spring CPC): The Audit Interactive CPC selects all program content and executes all planning activities for Audit Interactive or Spring Conferences.
 - b. Fall Conference Planning Subcommittee (Fall CPC): The AuditCon CPC selects all program content and executes all planning activities for AuditCon or Fall Conferences.
 - c. Virtual Learning Subcommittee (VLC): The VLC works with members and strategic partners to schedule, identify educational content, and deliver live, web-based seminars online (i.e., webinars) to ACUA members free of charge and non-members at a fee rate established by the Board.
3. Live Events: Educational training events presented live as opposed to being available as recorded training. This includes in-person conferences, virtual conferences, and webinars.
4. Management Company: Company contracted by ACUA to provide support for ACUA activities and events.
5. CPE: Continuing Professional Education credits as defined by NASBA.
6. NASBA: National Association of State Boards of Accountancy
7. Volunteers: ACUA members who contribute to educational program planning and session proctors
8. Host Committee: A group of institutional members local to the event location that supports welcome activities and city outreach

Contacts

1. **Primary Contact:** Professional Education Committee Chair
2. **Secondary Contact:** Executive Director

Approval and Revision History

1. **Approved By:** Board of Directors, March 5, 2026
2. **Revised By:** New Policy
3. **Published To:** ACUA Website