

Occupational Hygiene Training Association (“OHTA”)

Rules for Awards and Qualifications Committee

**Adopted and approved by the Board of Directors of OHTA
on 13th January 2016**

1. Awards & Qualifications Committee

1.1 Establishment

- 1.1.1 With effect from 13th January 2016 OHTA shall create the Awards and Qualifications Committee.
- 1.1.2 The Awards and Qualifications Committee will provide constructive challenge to the Board as well as acting in an advisory and support role.

1.2 Composition

- 1.2.1 The preference of the Board is for there to be at least six members of the Awards and Qualifications Committee from time to time but there will be no minimum or maximum number specified.
- 1.2.2 The Awards and Qualifications Committee will consist of individuals meeting the following criteria (in the reasonable opinion of the Board from time to time):
 - 1.2.2.1 one representative may be nominated by each member organisation of OHTA that is also recognised by IOHA under the National Accreditation Recognition Committee Charter;
 - 1.2.2.2 nominees should have a demonstrable interest in the object and work of OHTA;
 - 1.2.2.3 prior to each OHTA AGM, member representatives shall be confirmed by the member’s organisation or an alternate nominated;
 - 1.2.2.4 there is no limit to the time any individual may serve, subject to them retaining the nomination of their organisation and that organisation remaining a current member of OHTA recognised under the IOHA NAR charter.
 - 1.2.2.5 final approval of membership rests with the board of OHTA
- 1.2.3 The Board intends for the Awards and Qualifications Committee to have a multi-national and multi-cultural composition and will take this into account when considering individuals for membership.

1.2.4 Chair

1.2.4.1 The Awards and Qualifications Committee should have a chairperson (to be appointed by the Board from time to time on such terms and for such time period as they consider appropriate. The chairperson should be a senior hygienist with experience in the governance of an NAR body that can demonstrate an understanding and support for the object of OHTA and its key Stakeholders.

1.2.4.2 The chairperson should chair all meetings of the Awards and Qualifications Committee and act as a liaison between the Awards and Qualifications Committee and the Board.

1.3 Appointment to the Awards and Qualifications Committee

1.3.1 Invitations to the Awards and Qualifications Committee will be at the absolute discretion of the Board from time to time.

1.3.2 Appointments will be made for a term that lasts until the subsequent OHTA AGM and will be renewable subject to the individual retaining the nomination of their respective OHTA member, their willingness to be re-appointed and always at the discretion of the Board.

1.4 Removal from the Awards and Qualifications Committee

Members of the Awards and Qualifications Committee shall cease to be such if he or she:

1.4.1 No longer retains the nomination of their OHTA membership organisation or resigns as an Awards and Qualifications Committee member by notice to the Board; or

1.4.2 the Board resolves that his or her membership be terminated (always acting in and considering the best interests of OHTA);

1.4.3 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

1.4.4 is absent without the permission of the Board from all Awards and Qualifications Committee meetings held within a period of [one year] and the Board consequently resolves that such membership should be terminated.

1.5 Proceedings of the Awards and Qualifications Committee

1.5.1 The members of the Awards and Qualifications Committee should meet at least twice in each calendar year and reasonable notice should be given to every member of every meeting.

1.5.2 To the extent possible the members of the Awards and Qualifications Committee should attend all meetings.

1.5.3 The chairperson of the Awards and Qualifications Committee can invite non-members to attend and contribute at specific meetings.

- 1.5.4 A meeting of the Awards and Qualifications Committee may be held by suitable electronic means agreed by the members of the Awards and Qualifications Committee in which each participant may communicate with all the other participants.
- 1.5.5 It is the intention of the Board that the members of the Awards and Qualifications Committee should, where practicable, use their respective reasonable endeavours to meet in person as often as possible and to hold meetings in conjunction with major occupational hygiene conferences where possible in order to allow for this.

1.6 Access to information

- 1.6.1 The Awards and Qualifications Committee should receive [regular] briefings from the Board (whether verbal or written) about the activities of OHTA.
- 1.6.2 The Board should provide management information relating to awards and qualifications regarding OHTA to the Awards and Qualifications Committee.
- 1.6.3 The Awards and Qualifications Committee should be invited to attend meetings relating to OHTA held by Stakeholders.

1.7 Powers and responsibilities

- 1.7.1 The Awards and Qualifications Committee has no executive decision-making power or responsibility for OHTA (all such power and responsibility vests absolutely with the Board).
- 1.7.2 The Awards and Qualifications Committee should be given full opportunity to debate and comment upon reports relating to OHTA awards and qualifications provided to it by the board.
- 1.7.3 The Awards and Qualifications Committee should as its key function draw relevant issues relating to the activities and aims of OHTA and in particular awards made under the qualifications framework, to the attention of the Board as soon as reasonably practicable following them becoming aware of the same.
- 1.7.4 In considering issues and providing advice to the Board the Awards and Qualifications Committee should always keep its focus upon the object of OHTA and its charitable obligations.
- 1.7.5 The Awards and Qualifications Committee may be required to comment publicly on its work.
- 1.7.6 The members of the Awards and Qualifications Committee should use their respective contacts, knowledge and experience to assist OHTA in developing the awards and qualifications framework
- 1.7.7 Members of the Awards and Qualifications Committee may contribute in practical ways to the work of OHTA, for example by organising meetings or leading workshops for Stakeholders.

1.8 Remuneration

- 1.8.1 All membership of the Awards and Qualifications Committee will be on a strictly voluntary basis.
- 1.8.2 Subject to the prior approval of a director of OHTA a member of the Awards and Qualifications Committee may be entitled to be reimbursed from the property of OHTA or may pay out of such property reasonable expenses properly incurred by him or her when acting with prior board approval on behalf of the Awards and Qualifications Committee.

1.9 Conflicts of interest

Potential conflicts of interest should be declared by members of the Awards and Qualifications Committee in relation to any agenda items being discussed and these should be recorded in the minutes of the meeting. At the discretion of the chair, individuals may be asked to refrain from specific discussions or abstain from voting on any issues where the aims and interests of their organisation and those of OHTA might be perceived to be in conflict.

Minutes

The Awards and Qualifications Committee must keep minutes of all proceedings at meetings of the Awards and Qualifications Committee and such minutes should include:

- 1.9.1 the names of the members, any non-members and directors of OHTA present at the meeting;
- 1.9.2 a summary of the discussions at the meetings; and
- 1.9.3 where appropriate any action points from the meeting.