Performance Expectations for Members of the
AIHA Board of Directors 2020

1. As elected representatives of the membership, officers and directors must maintain the highest ethical standards possible for the continuous improvement of our association. It is the duty of Board members to represent all AIHA members. Board members do not specifically represent any one segment of our association, such as a special interest group, nor do they represent their employers.

2. The Board generally meets four times per year. If elected, you will be expected to attend the following meetings in 2020.

   • April 6 and April 27 – Board Orientation virtual meetings
   • May 30 -- You are invited to the Saturday, May 30 virtual meeting as a guest (non-voting). Then on June 11 following the Annual Business Meeting at AIHce (both meetings virtual), you will officially assume your duties and become a voting member. The May 30 meeting will last several hours, and the June 11 meeting is one hour.
   • July 18-19 – Annual Strategic Planning Meeting (virtual)
   • November 15-16 (tentative) -- Falls Church, VA. At this Board meeting, we review/approve the budgets for the subsequent fiscal/calendar year.

3. You are expected to attend all meetings. A primary obligation of a Board member is to participate in all Board meetings and activities.

4. Directors and some officers are assigned Board liaison roles to such groups as Color Councils (groups of Volunteer Groups), national-level committees and other allied groups. For your Volunteer Group assignments, you are expected to attend as many of their meetings as you can during AIHce and participate on their calls throughout the year. In this capacity, you’ll be asked to provide a Board update as well as report back to the Board as necessary on their progress vis-à-vis specific project goals.

5. There are normally ten (10) to fifteen (15) electronic ballots distributed to the Board every year. All electronic ballots require 100% approval to pass, pursuant to AIHA’s state of incorporation law (Illinois). Hence, you are expected to respond to each ballot in a timely manner, usually within seven (7) days. This process will be thoroughly explained at the Board Orientation meeting.

6. AIHA will provide reimbursement for expenses incurred for participation in Board activities. There is a procedure for pre-approval of any travel. Except for attendance at your "home" local section meetings, your travel expenses should not come out of your own pocket. However, if your employer is able to cover any of your travel expenses, it is greatly appreciated.

7. Personal involvement as a member of a volunteer group is commendable; however, during Board service it is necessary that members divest themselves of committee membership to ensure that they can accomplish their Board assignments and activities to the most complete extent possible. If this is an issue for you, you should consider becoming a corresponding member of the volunteer group in question for the duration of your Board service. This would enable you to keep appraised of committee activity while serving in a non-voting capacity.

8. All Directors must sign a Conflict of Interest form annually. Concurrent participation on a ‘competing’ association board (e.g., ACGIH and ASSE) is not permitted.

9. Directors are strongly encouraged to pursue officer positions upon completion of their term. Therefore, it is important to be actively involved and engaged in the Board activities. Additionally, directors should envision a commitment beyond a three-year term.