The AIHA volunteer community is the lifeblood of the Association and the first line of defense in achieving our mission and vision.
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ABOUT AIHA

AIHA Mission Statement

Empowering and advancing those who apply scientific knowledge to protect all workers and their communities from occupational and environmental hazards.

AIHA Vision Statement

A world where all workers and their communities are healthy and safe.

AIHA Value Proposition

AIHA members are scientists and professionals who protect the health and safety of workers and communities by reducing the risks and safeguarding operations to help organizations operate efficiently and without interruption.

AIHA

AIHA is the association for scientists and professionals committed to preserving and ensuring occupational and environmental health and safety (OEHS) in the workplace and community. Founded in 1939, we support our members with our expertise, networks, comprehensive education programs, and other products and services that help them maintain the highest professional and competency standards. More than half of AIHA's nearly 8,500 members are Certified Industrial Hygienists, and many hold other professional designations. AIHA serves as a resource for those employed across the public and private sectors and the communities in which they work.

AIHA Organizational Chart
The AIHA consolidated enterprise is comprised of the following:

- **AIHA**

- **JOEH (AIHA® & ACGIH®)**
The *Journal of Occupational and Environmental Hygiene* (JOEH) is published to enhance the knowledge and practice of occupational and environmental hygiene and safety. The Journal provides a written medium for the communication of ideas, methods, processes, and research in the areas of occupational, industrial, and environmental hygiene; exposure assessment; engineering controls; occupational and environmental epidemiology, medicine, and toxicology; ergonomics; and other related disciplines. JOEH is a joint, peer-reviewed publication of AIHA® and ACGIH® and is governed by a Board of Directors. The Journal also has an Editorial Review Board for review and editing of submissions.

- **Product Stewardship Society (PSS)**
Launched in 2012, the Product Stewardship Society drives the profession forward by providing resources, professional development, and networking opportunities that serve the needs of product stewardship professionals globally. The mission of the Product Stewardship Society is to enable professionals to promote the responsible design, development, and management of products throughout their lifecycle. The vision is a world of safe and trusted products.

- **AIHA Laboratory Accreditation Programs, LLC**
The primary mission of AIHA Lab Accreditation Programs (LAP), LLC is to establish high standards of performance for laboratories that promote the production of quality data for use in evaluating exposures that impact public health, the environment, and natural resources. These programs are administered in a non-discriminatory manner and are open to all laboratories wishing to participate. Access to AIHA LAP, LLC programs is not conditional upon the size of the laboratory or organization seeking accreditation, nor are there undue financial conditions to restrict participation. Accreditation is granted to any laboratory satisfying AOHA LAP, LLC requirements for accreditation.

- **AIHA Registry Programs / SDS & Label Authoring Registry**
AIHA Registry Programs, LLC was formed to advance the profession of industrial/occupational hygiene and to recognize an individual’s knowledge and skills in specific areas of industrial/occupation hygiene, environmental health, or safety practice. In 2009, the AIHA Registry Programs LLC was formed to separate credentialing from AIHA’s membership and education activities to better ensure impartiality. Each Registry Program includes a competency assessment to validate the skills and knowledge of the candidate. The competency assessment may be a written exam and/or a hands-on demonstration of skill. AIHA Registry Programs are not intended to compete with or replace professional certification programs such as the Certified Industrial Hygienist (CIH), the Certified Safety Professional (CSP), or other accredited certifications in industrial/occupational hygiene, environmental health, or safety. Certification programs recognize individuals who have demonstrated a minimum level of knowledge and skills in the multiple areas of practice. Each AIHA Registry Program focuses on a single, specialized area of practice.
• **AIHA Proficiency Analytical Testing Programs**
   AIHA Proficiency Analytical Testing Programs, LLC was created to meet the needs of laboratories specializing in industrial hygiene and environmental analysis. The primary mission of AIHA PAT Programs is to assist participants in pursuing excellence in laboratory services through external quality control program assessment and to promote the practice of proficiency testing both nationally and internationally. Our programs allow an organization to demonstrate the ability to correctly analyze samples of common workplace and environmental contaminants and are open to all interested laboratories. AIHA PAT Programs also provides participants an opportunity to improve and refine analytical skills of their staff, test new methods, or train analysis.

• **AIH Foundation**
   The mission of the AIH Foundation is to advance the profession by awarding scholarships for funding education and professional development in industrial hygiene and related disciplines. Since 1982, AIHF has distributed over $2.2 million in scholarship funds to students pursuing a degree in industrial hygiene and/or occupational and environmental health and safety. The AIHF is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. Contributions to the AIHF are tax-deductible, as provided by law.

• **AIHA Guideline Foundation**
   Formed in 2009, the AIHA Guideline Foundation oversees two program areas: (1) development of community exposure guidelines for chemical agents (also known as Emergency Response Planning Guidelines) and (2) oversight of AIHA’s involvement in consensus-based standards development. As a 501(c)(3) non-profit organization, the AIHA Guideline Foundation may also conduct research intended to educate the public. Contributions to the AIHA Guideline Foundation may be tax-deductible, as provided by law.

**AIHA Governance**

**Board of Directors**

The selection of candidates for the AIHA Board of Directors is performed by the Board Nominating Committee, as prescribed in the Association Bylaws. The committee consists of seven (7) AIHA full members.

There are three (3) standing Board member seats—the AIHA Past President (who serves as chair), the AIHA Vice-President, and one (1) at-large director, generally in his/her 3rd year of office and selected by the Past President. The other four (4) general at-large member candidates are selected by the nominating committee chair, and subsequently approved by the full Board, through an open-call process. These candidates are selected for service on the Board by the AIHA membership through an annual ballot.

As a commitment to AIHA’s Diversity & Inclusion policy, candidates represent professionals spanning early to late-career, reflect active engagement across volunteer groups and local sections and reflect other factors as noted below.

All nominating committee members serve a one (1)-year term and carry voting rights. In addition, the AIHA President, President-Elect, and the CEO, who serve as ex-officio members and are not entitled to vote, participate in the final discussions by the committee to ensure objectivity and fairness.
Bylaws

Bylaws are AIHA’s legal framework that guides the operations of the organization.

Diversity and Inclusion Policy

General
AIHA fosters diversity and inclusion of all people within our membership and adheres to a diversity policy built around respect for individuals regardless of where they are on life’s journey. AIHA prohibits discrimination on the basis of age, citizenship, color, cultural background, disability, ethnicity, gender, gender identity/expression, race, religion, sexual orientation, socioeconomic status, or veteran status. Furthermore, AIHA prohibits all harassment and threatening behavior that detracts from the learning experience which is central to AIHA’s mission.

Board Governance
Two basic tenets of AIHA’s governance are: 1) the Board of Directors will strive to reflect the membership in its composition; and 2) diversity within the Board of Directors yields richer, more relevant decision making. The AIHA Board of Directors and Nominating Committee encourage diversity in the candidates nominated by the membership to run for director or officer positions on the Association’s Board. Specific criteria include those stated above, as well as encouraging representation from various employer types (e.g., industry, academia, government, consultation), educational background, credentials, and geography.

Diversity on AIHA’s Board enables it to represent the diverse communities more effectively within the AIHA membership; it helps foster diversity within the Association overall. In general, when selecting volunteers to serve on national-level committees, advisory groups, and task forces, the AIHA Board shall, in good faith, strive to fulfill the spirit of this policy.

AIHA Antitrust Guidelines

AIHA is committed to ensuring that its volunteer leadership understands and complies with federal antitrust rules and regulations. There are two antitrust statutes that are of principal concern to individuals and firms who take part in nonprofit organizational activities: the Sherman Act and the Federal Trade Commission Act. These laws prohibit contracts, combinations, and conspiracies in restraint of trade. The Supreme Court has said that not every contract or combination in restraint of trade constitutes a violation; only those which unreasonably restrain trade are unlawful. Thus, the courts will look at all the facts and circumstances surrounding the conduct in question to determine whether it unreasonably restrains trade and therefore violates the laws.

AIHA Public Relations Policy

AIHA has a public relations program balanced between grassroots, community outreach program, and a strong media presence with the trade press and general media. If a member, committee, or board member is approached by the media to speak on behalf of AIHA on a particular topic, he/she must alert AIHA staff immediately.

When a member, committee or board member, or staff person is asked to speak on behalf of AIHA, he/she must conform to the AIHA policy for that issue. If there is no clear policy on the issue, the speaker should contact a member of the AIHA staff, Executive Committee, board liaison for their local section or committee for guidance.
Social Media Guidelines

Social media is very much about people consolidating existing contacts and developing new ones by demonstrating their professional expertise. This can be done via groups, answers, status updates, or individual messages.

Whichever method you use (Twitter, Facebook, LinkedIn, etc.) your postings should always be of interest, be timely and demonstrate your professional knowledge. Social media is a two-way medium and you should be ready and able to respond to any questions or direct messages.

The content that you post should be professional in tone and grammatically correct. Communicate with your contacts as you would communicate with them in any other professional context, be that by email, telephone, or in person.

AIHA’s goal in adopting this policy is to encourage responsible engagement and communication with our public. In general, AIHA asks that all subject matter experts (SMEs) engaging in social media activities follow these guidelines.

Copyright

The AIHA Copyright Guidance Document helps those who create content for AIHA—including published articles, webinars, professional development courses, and presentations—understand critical terms and concepts related to copyright and intellectual property and the obligations of content creators under U.S. law. This resource also includes sections on obtaining permission, citing resources, and using materials in the public domain.

VOLUNTEERS

AIHA Volunteer Vision Statement

We can best achieve our mission and goals through the active participation of volunteers from the community we serve. Volunteers contribute their unique talents, skills, and knowledge of our community.

Values for Volunteer Involvement

- **Volunteer involvement is vital to a just and democratic society.**
  It fosters civic responsibility, participation, and interaction.

- **Volunteer involvement strengthens communities.**
  It promotes change and development by identifying and responding to community needs.

- **Volunteer involvement mutually benefits both the volunteer and the organization.**
  It increases the capacity of organizations to accomplish their goals and provides volunteers with opportunities to develop and contribute.

- **Volunteer involvement is based on relationships.**
  Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.

- **AIHA recognizes that volunteers are a vital human resource.**
  AIHA is committed to the support and success of the volunteer community.
- Volunteers make a commitment and are accountable to AIHA. Volunteers will act with respect, responsibly, and integrity.

2022-24 AIHA Enterprise Strategic Plan: Volunteer Groups Engagement

This and subsequent graphics are meant to illustrate how AIHA volunteer groups’ efforts map against the plan’s top-level objective statements and supporting strategies. Not every group will necessarily support all highlighted elements.

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<thead>
<tr>
<th>Domain</th>
<th>Strategic Objectives</th>
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<tbody>
<tr>
<td>Community</td>
<td>1. Enhance AIHA’s value proposition to attract, grow, and retain a diverse and inclusive community and engage with allied professional organizations as members. 2. Enhance AIHA’s value proposition to appeal to non-core OEHSS and allied professionals. 3. Enhance Product Stewardship Society’s value proposition to attract, grow, and retain a community of diverse product stewards as members. 4. Identify and nurture relationships with allied professional organizations.</td>
</tr>
<tr>
<td>Awareness</td>
<td>1. As the AIHA association, communicate our mission, vision, values, and value proposition to increase the strength of the organization. 2. As a profession, inform organizational leaders of the value proposition of OEHSS professionals who we are, what we do, and why. 3. As a profession, broadly communicate to the public AIHA’s mission, vision, and value proposition to improve society.</td>
</tr>
<tr>
<td>Advancement and Dissemination of Knowledge</td>
<td>1. Identify the needs associated with critical issues in OEHSS, create the research agenda, and facilitate information sharing, partnerships, dissemination, and implementation of evidence-based practices. 2. Develop educational, technical, and career resources for targeted audiences. 3. Disseminate educational, technical, and career resources to targeted audiences in developed and emerging economies through multiple delivery options.</td>
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OUR CORE VALUES

• **We prevent illnesses and injuries:** AIHA members strive to prevent occupational illness and injury as a fundamental principle of the industrial hygiene and related occupational and environmental health and safety professions.

• **We advocate and develop science-based policy and practice:** AIHA members advocate for the profession and develop sound science-based public policy and practice through collaboration across scientific and technical communities to ensure that safe and healthy environments are provided for all workers and communities.

• **We respect workers and communities:** AIHA members respect the rights of workers and communities to have healthy and safe environments.

• **We support employers and workers:** AIHA members recognize and support that operational excellence is complementary to both business and industrial hygiene and related occupational and environmental health and safety goals and priorities.

• **We respect our members:** AIHA’s Board of Directors, volunteers, members, and staff conduct the business of the Association with respect for diversity of opinion, inclusive of all origins, transparent and open communication, and with due consideration of each member’s limited volunteer time.

COMMUNITY

<table>
<thead>
<tr>
<th>Strategic Objectives</th>
<th>Strategies</th>
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| 1. Enhance AIHA’s value proposition to attract, grow, and retain a diverse and inclusive community of OEH professionals as members. | A. Maintain a strong, science-based community platform for professionals at all levels to engage, share ideas, and seek solutions.  
B. Create partnerships with international organizations to raise awareness and attract OEH professionals to join as either international affiliate and/or virtual section members.  
C. Enhance the membership experience through meaningful engagement opportunities that align with volunteer talent and time commitment.  
D. Increase the suite of career and employment service offerings based on membership classifications. (Career & Employment Services Cntre specifically)  
E. Develop resources for Local Sections to help drive engagement and action.  
F. Expand the scholarship pool in the AIHF (Education Foundation) to support the educational needs of qualified students.  
G. Facilitate networking activities for international members, students, early career professionals, and individuals performing OEH functions both in-person and virtually.  
H. Strengthen, promote, and advance AIHA’s diversity and inclusion policy across the enterprise. |
### COMMUNITY (CONT’D)

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<th>Strategic Objectives</th>
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| 2. Enhance AIHA’s value proposition to appeal to non-core OEHS and allied professionals. | A. Identify and create products and services (e.g., enhanced mentoring programs) that address their professional development needs. (Mentoring Committee specifically)  
B. Explore creation of a new non-core community, which could include discounted rates for conferences and educational materials.  
C. Promote existing and identify and develop new certificate programs to support professional growth and job opportunities.  
D. Increase the suite of career and employment service offerings to include non-core professionals. |
| 3. Enhance Product Stewardship Society’s value proposition to attract, grow, and retain a diverse community of product stewards as members. | A. Provide platform(s) for community and information sharing. (Community)  
B. Enhance skills, knowledge, and abilities of practitioners through a broad portfolio of relevant and timely offerings. (Professional Development)  
C. Increase the awareness, visibility, essential nature, and value recognition of product stewardship. (Promotion)  
D. Advance the body of knowledge of product stewardship and foster incorporation of leading practices. (Thought Leadership) |
| 4. Identify and nurture relationships with allied professional organizations.          | A. Tailor organizational memberships that align with the specific needs of allied partners.  
B. Raise the awareness of partner conferences and educational offerings, as well as cross-presentations at events.  
C. Invite allied professional organizations to participate in surveys, as well as collaborate on such projects as joint conferences, training programs, and technical publications. |

### AWARENESS

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<th>Strategic Objectives</th>
<th>Strategies</th>
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| 1. As the AIHA association, communicate our mission, vision, values, and value proposition to increase the strength of the organization. | A. Identify target markets for new member acquisition and create messaging that speaks to their needs.  
B. Leverage Board and member volunteers to evangelize AIHA value proposition to target markets.  
C. Through collaboration with global OEHS organizations around the world, expand awareness about AIHA.  
D. Develop website search engine optimization plan and AIHA.org search function improvement. |
| 2. As a profession, inform organizational leaders of the value proposition of OEHS professionals: who we are, what we do, and why.  | A. Identify, prioritize, and create collateral materials and messaging for prioritized audiences we serve (i.e., Brand Evolution Public Awareness Campaign).  
B. Develop and execute marketing campaigns to new targeted audiences and measure effectiveness over time.  
C. Reinforce broad-based value of the profession through outreach to communities affected by natural disasters, environmental disasters, and other workplace hazards.  
D. Leverage content priority “Communicating OEHS Concepts” to further awareness of the profession.  
E. Build upon GR public policy agenda to help fill OEHS pipelines.  
F. Through IOHA and other international NGOs, enhance knowledge of work-related diseases and subsequent economic impact.  
G. Advance awareness of the profession and support development of new and improved standards and regulations in developing economies, with a focus on key target regions. |
## AWARENESS (cont’d)

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<th>Strategic Objectives</th>
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<tr>
<td>3. As a profession, broadly communicate to the public AIHA’s mission, vision, and value proposition to improve society.</td>
<td>A. Enhance promotion of the AIHA Consultants Listing.</td>
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<td>B. Explore the development of a national ad campaign (e.g., “Exposure Science Sherlock”).</td>
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<td>C. Develop new and refine existing technical materials for the general public.</td>
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<td>D. Identify and expand our AIHA brand ambassador program to promote the value of the profession, with a focus on assisting underserved populations.</td>
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## ADVANCEMENT AND DISSEMINATION OF KNOWLEDGE

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<th>Strategic Objectives</th>
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<tr>
<td>1. Identify the needs associated with critical issues in OEHS, create the research agenda, and facilitate information sharing, partnerships, and dissemination and implementation of evidence-based practices.</td>
<td>A. Work collaboratively with allied associations and leverage practitioners and technical organizations to solicit ideas.</td>
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<td></td>
<td>B. Advance the AIHA/ACGIH Defining the Science process to include robust procedures for: matching potential research projects with researchers and funding organizations; matching funded research projects with practitioners and workplaces willing to participate; matching research results with practitioners.</td>
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<td>C. Promote outreach of the profession with students, early career professionals, and those individuals who are transitioning into OEHS roles in the organization.</td>
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<tr>
<td>2. Develop educational, technical, and career resources for targeted audiences.</td>
<td>A. Conduct regular education needs assessments to advance the profession and professionals.</td>
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<td>B. Canvass emerging economies to assess their training needs.</td>
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<td>C. Develop new products/services based on education needs assessments and gap analyses.</td>
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<td>D. Conduct periodic environmental scans to identify emerging issues and integrate into AIHA’s content priorities as warranted.</td>
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<td>E. Enhance the creation of new products through our volunteer group network using the established process managed by the Content Portfolio Advisory Group.</td>
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<td>F. Develop and promote appropriate education tools and certificate programs for students/early career professionals, with a focus on key topics not traditionally taught in schools.</td>
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<td>G. Identify and re-package (e.g., translation) existing resources for professionals and practitioners in developing economies, with a focus on our target regions.</td>
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<td>H. Strategically evaluate and integrate AIHA publications, e-tools, and other technical resources into the AIHA suite of education offerings.</td>
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<tr>
<td></td>
<td>I. Facilitate the development and advancement of ERPG values through the AIHA Guideline Foundation.</td>
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ADVANCEMENT AND DISSEMINATION OF KNOWLEDGE (cont’d)

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<tr>
<th>Strategic Objectives</th>
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| 3. Disseminate educational, technical, and career resources to targeted audiences in developed and emerging economies through multiple delivery options. | A. Promote both AIHA and allied association new education products and services through multiple channels.  
B. Sustain and grow our flagship conference (AIHce) through incorporating best in class event practices.  
C. Sustain and grow JOEH (our peer-reviewed journal).  
D. Sustain and promote the Synergist family of products.  
E. Leverage the AIHA website, our social media platforms, and allied associations to create awareness and interest.  
F. Through partnerships with global OEHS organizations, promote access to AIHA educational resources.  
G. Support non-profits dedicated to training professionals in developing economies via our annual micro-grants program.  
H. Encourage students to engage in mentoring and career planning using the AIHA suite of education and training tools as a pathway toward the CIH credential. (SECP specifically) |

INTEGRITY OF PROFESSIONAL PRACTICE

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<th>Strategic Objectives</th>
<th>Strategies</th>
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| 1. Implement a continuous improvement strategy to identify and address gaps between current and state of the art (best in class) OEHS practice. | A. Define resources needed and contribute to AIHA’s participation in consensus and other governmental standards  
B. Liaise with OHTA and IOHA to nurture entry, intermediate, and senior level professional practice and certification schemes.  
C. Through the AIHA Guideline Foundation, conduct research studies to identify emerging issues.  
D. Implement a process for periodic review and inventory of current and best in class practices.  
E. Develop and implement a continuous improvement plan to close priority gaps between current and best in class practices. |
| 2. Advance competency in specialty areas through laboratory accreditation, proficiency programs, and registry programs. | A. Implement the LAP 5-year strategic plan, including expanding existing accreditation programs and researching and developing new ones.  
B. Implement the LAP Brand Refresh, which will promote the benefits of laboratory accreditation to new and different audiences.  
C. Implement the PAT Brand Positioning to expand awareness about the value of proficiency testing.  
D. Pursue pilot programs to expand PAT program offerings.  
E. Increase participation in existing registry programs. |
| 3. Develop recognized leading metrics and best practices for worker and community health and safety, including organizational social responsibility. | A. Define AIHA’s role in human capital/environmental social governance and engage with respective stakeholder groups to advance our agenda. (Human Capital Task Force specifically)  
B. Develop peer-reviewed AIHA consensus documents on various topics to inform and direct practicing OEHS professionals.  
C. Promote AIHA’s contribution to leading health metrics through multiple channels. |
Volunteer Groups, Working Groups, and Other Member Groups

Background

AIHA (the Association) is committed to supporting the formation and operation of volunteer groups of members who organize to advance the science and practice of occupational and environmental health and safety (OEHS), and thus the interests of AIHA and its members. Member groupings, broadly referred to as Volunteer Groups (VGs), may take the form of technical or administrative committees and working groups, special interest groups (SIGs), advisory groups, task forces and other project or work teams at the discretion of the AIHA Board of Directors (Board).

These VGs serve multiple purposes, including to facilitate networking and information exchange among AIHA members; to develop new products, services, and activities for educational purposes; to draft guidelines and standards for best practice; to develop statements that contribute to public policy debates; to collaborate with other allied groups/institutions and/or to pursue other activities deemed appropriate by the Board. This document provides an overview of the policies and procedures governing the many types of VGs.

Establishment and Dissolution

Pursuant to AIHA’s Bylaws, the Board authorizes the establishment of most VGs and other national level standing committees and advisory groups (e.g., Nominating Committee, Content Priorities Advisory Group). The Board may sunset any group in this category that no longer performs at an acceptable level, whose activities or subject matter are no longer relevant, or at the request of the group. Any group that may fall into this category will be given the opportunity to course-correct prior to sunsetting the group.

Since task force work may be short-term in nature, these groups do NOT necessarily require formal Board approval to be established or sunset. Instead, approval may be at the discretion of the AIHA President.
The Board is responsible for evaluating the activities of the various types of groups each year to assess performance and ongoing sustainability. The Board Liaison and/or staff liaison assigned to that committee is responsible for representing the committee interests to the Board and relaying relevant information from the Board to their group.

**AIHA Code of Conduct for Members, Volunteers, and Guests**

The [Code of Conduct](#) summarizes the behaviors expected of members and volunteers representing AIHA in any forum, mailing list, public meetings, or private correspondence.

When working together, members or volunteers should always be mindful of how their actions (i.e., verbal or written) or contribution may affect colleagues, peers, and the Association. Individuals may not always agree, but disagreement is no excuse for poor behavior or poor manners. Avoid becoming involved in personal attacks or repetitive arguments.

Abusive language or actions, including any form of harassment, peer pressure, intimidation, or bullying will not be tolerated. Additionally, members or volunteers will not discriminate against another member, volunteer, or staff and will be respectful of ethnic, national, political, religious, cultural, and other differences.

Members or staff may file a formal complaint via the online form. AIHA cannot guarantee that individuals will remain anonymous throughout the course of the investigation; however, AIHA will do our best to protect the individual’s anonymity. In some cases, the Association will need to disclose an individual’s identity, but will make the individual(s) aware of this before doing so.

AIHA staff will work with the AIHA Board of Directors and/or any relevant AIHA parties to resolve any issues or violations of the Code of Conduct in a professional and timely manner. If issues or violations of the Code of Conduct are persistent or egregious, the member or volunteer may be required to leave any volunteer position(s) and may be precluded from serving in volunteer roles in the future. Furthermore, and pursuant to AIHA’s Bylaws, should an individual behave in such a manner “deemed by the Board of Directors as injurious to the reputation and standing of the industrial hygiene profession or occupational and environmental health and safety profession or the Association”, the individual may be subject to due process and expelled by a “two-thirds vote of the Board present and voting at a duly constituted meeting.” If any person is thought to have violated civil or criminal law, the person may be reported to the appropriate law enforcement agency.

Any claims of ethical violations are under the purview of Board for Global EHS Credentialing (BGC), which is tasked with conducting its investigation. Please contact BGC directly. The Executive Committee may defer taking any action until BGC has completed its investigation.

**Member Ethical Principles**

AIHA is a nonprofit voluntary professional membership association dedicated to the advancement of the field of industrial hygiene and the protection of occupational and environmental health and safety. AIHA supports quality professional standards and practices and expects members to meet such standards.

In support of these important purposes, AIHA promotes ethical professional practices and strongly encourages members to understand ethical responsibilities. As a matter of professional competence and public confidence, members are expected to conduct themselves consistent with applicable ethics standards, including those of BGC.
Accordingly, AIHA has adopted **member ethical principles** to guide the members, support the profession, and protect health and safety of workers and their communities.

**Conflict of Interest**

All AIHA volunteer members must have a current **Conflict of Interest (COI) form on file**. Committee members only need to submit a COI form once until potential conflicts change. Once a year, all committee members will be contacted and asked to update their form if any changes have occurred since the previous submittal. This form is now linked to your **AIHA member profile**.

**Group Leadership**

This Section applies to Volunteer Groups only. Other types of groups may not necessitate the need for as formalized a leadership structure.

A steering group with voting privileges will govern each committee, working group, or SIG and consist of the following positions. All individuals interested in serving as volunteer group officers must be AIHA National members in good standing:

- Chair
- Vice-Chair
- Secretary
- R&D Officer
- Past Chair
- Special Project Team Leaders, appointed by the Chair, with input from committee members once a project is approved by the Board. If the project is the creation and/or updating existing content, Content Portfolio Advisory Group (CPAG) approval is also required.

The elected and succession positions of Chair, Vice-Chair, and Secretary are normally a one-year term, commencing at AIHce. The R&D Officer may serve more than one term dependent upon the scope of work. VG members may vote to petition the Chair to allow two-year terms. No extension beyond a two-year term is allowed. VGs are expected to elect a secretary for the upcoming calendar year prior to their annual meeting, held at AIHce, or no later than **June 15**.

Upon completion of the term as Chair, members are recognized as Past Chairs for a period of one year unless a two-year term is instituted (see paragraph above). Upon completion of the term of a Past Chair, the individual is eligible to be considered for general VG membership. Past Chairs are eligible to participate on special project teams during their term, though they may not serve as special project team leaders.

**Succession**

- One-year term for all officers and the rotation is from AIHce to AIHce the following year.
- VG members may vote to petition the AIHA President to allow two-year terms. The Chair, Vice-Chair, Secretary, Secretary-elect, and Past Chair positions each have a two-year term limit.
- The succession chain/officer rotation will be from the Secretary-elect to Secretary to Vice-Chair to Chair to Past Chair.
- The Secretary is an elected position. Nominees for Secretary are to be volunteer group members in good standing and are elected to serve for the upcoming calendar year during the VG’s annual meeting.
To maintain best practices in volunteer management, officers should participate in training and leadership development as provided by AIHA.

Each officer is responsible to work closely with their successor to ensure that the individual is fully prepared to fulfill roles and responsibilities.

Officers should conduct mentoring and training to develop future VG leadership.

Roles and Responsibilities

Each VG is assigned a Board Liaison and staff liaison. Approximately one-third (1/3) of these assignments change with the new Board members elected each spring. The President assigns Board Liaisons, the CEO assigns staff liaisons. Additionally, some VGs are assigned a second staff person who assists in the administrative aspects of the VG’s work.

Each Director on the Board is assigned a lead role for one of seven Color Councils. Whenever possible, Board members retain their assignments throughout their tenure. They also assist in the transition of their VGs to new Board Liaisons, as needed, due to changing assignments or their rotation off the Board. Routine oversight by the Board and CEO helps to ensure that no artificial barriers or bureaucratic structures arise.

Role and Responsibilities of the Chair

The Chair is the primary shaper and motivator of a group’s activities. The Chair is accountable to the AIHA Board, through the AIHA President and the assigned Board Liaison. Responsibilities include:

- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Conduct VG meetings and work with the Secretary to set the agenda topics for discussion.
- Ensure that accurate records of volunteer group decisions are kept and distributed by the Secretary.
- Monitor the progress of individual assignments and goals and ensure that they are accomplished within the time frame and if applicable, budget, with the Board Liaison.
- Prepare and submit the annual report to the staff liaison.
- Recruit and mentor new members and ensure that they are provided with opportunities to participate in volunteer group activities.
- Support the development of educational programming and product development (e.g., quality PDCs and sessions for AIHce and books/guidelines).
- Execute processes outlined by CPAG for evaluating new content needs, maintaining created content, and responding to requests for project considerations when emerging priorities are adopted that are best served by the mission of the group.
- Execute projects and activities within the allocated time and budget.
- Ensure that the group’s files are maintained (current and complete) and passed on to the incoming Chair within the guidelines of the AIHA Record Retention Policy.
- Adhere to established guidelines and policies when providing oral or written presentations on behalf of AIHA.
- Represent AIHA positions when existing white papers and position statements define them. If the Association’s position on an issue is not clear or no white paper exists, a Chair should contact the VG’s Board Liaison for guidance.
Chairs should expect to receive information throughout the year from their staff liaison and Board Liaison and should not hesitate to contact either one with requests for assistance when needed.

Role and Responsibilities of the Vice-Chair

The Vice-Chair is to support the Chair in VG operations. Responsibilities include:

- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Assume the role of Chair in the event the Chair is not able to serve.
- Support the Chair in his/her leadership capacity throughout the year as requested.
- Work with the other officers to develop budget requests for any project-related or other expenditures (e.g., liaison support) anticipated beyond the baseline budget allocation, prepare VG roster for the coming year, and submit these documents to the staff liaison by the deadlines noted on the calendar.

Role and Responsibilities of the Secretary

The Secretary is to ensure that the VG follows AIHA’s policies and procedures. The responsibilities include:

- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Ensure that the minutes of each VG meeting are accurately recorded.
- Ensure that the minutes are approved by the VG, communicated to the members in a timely manner, and posted on the volunteer group website and retained as set forth by the applicable AIHA Record Retention Policy.
- Ensure that all members meet AIHA’s membership requirements and assist the Chair in tracking VG member activity and project status. Those members listed as active status should be actively engaged in an activity; if not, then status should be converted to corresponding member.
- Have a working knowledge of Roberts’ Rules of Order to assist the Chair in operating effective meetings.
- Attend Leadership Workshop.

Role and Responsibilities of the R&D Officer

The R&D Officer serve as a vital link between their respective volunteer group and the AIHA/ACGIH Defining the Science Initiative (DTS), led by the DTS Advisory Group. Launched in 2021 in collaboration with ACGIH, the DTS initiative seeks to identify research needed to advance OEHS science to address gaps in effective and efficient practice and identify areas where current practice has not kept up with risk-critical scientific findings. Refer to the DTS Members Guide by clicking here.

Each group’s R&D officer is charged with leading and facilitating, but not necessarily performing, the following tasks, which support the national research agenda:

- Reviewing and refining research project submissions.
- Developing research project ideas in the web portal.
• Reviewing barriers to practice and suggesting guidance documents, courses, and other resources that would help reduce these barriers.

In addition, the R&D Officer assists the DTS Advisory Group in:

• Matching potential research projects with researchers and funding.
• Matching research projects with practitioners and workplaces.
• Matching research results with practitioners.

R&D officers receive 1 CM points for CIH certificate maintenance each year (equivalent to the Chair officer position) from the Board of Global EHS Credentialing.

Role and Responsibilities of the Past Chair

The Past Chair serves as an important link between the VG he/she chaired and the current volunteer group. The responsibilities of the past chair include:

 Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison to develop and implement objectives and goals.
 Engage the committee in the development of objectives and goals, as well as expectations.
 Maintain awareness of applicable Association position papers and white papers.
 Work with the Chair to identify volunteer group members who are candidates for officer positions.
 Serve as the VG’s primary new member recruiter and mentor.

Role and Responsibilities of Volunteer Group Members

There are two types of members: Active and Corresponding. All VG members must be current AIHA national members in good standing EXCEPT working groups and task forces. Working groups and task forces may have non-member participation based on current body of work and expertise required. All nonmembers will be classified as Corresponding members and will not be eligible to earn BCG CM points.

 Active Members: Must be national AIHA members in good standing and actively participate in the scope/body of work of the VG. Active members are eligible to vote regarding VG events, projects, elected positions, or other activities of the VG. Inactivity will result in Active status converting to Corresponding, with no eligibility to earn BCG certification maintenance (CM) points that may be applied towards one’s certification.

 BCG CM Points for Active Members: The Chair is awarded 1.0 point/year and the remaining members are awarded 0.5 points/year by BGC for active VG service.

 Corresponding Members: Except for working groups, must be current AIHA members in good standing and are provided with updates of VG activities; they generally do not have an interest in participating in VG activities. Corresponding status is ineligible to earn BCG CM points.

The primary responsibility of VG members is to support the mission and goals of the VG by accomplishing specific assignments within the time frames and within the budget agreed to with the Chair. VG members are accountable to the Board through the Chair.
Except for internal operations committees and advisory groups, AIHA members may join a volunteer group at any time. When an individual is added to a volunteer group, they will be assigned as a Corresponding member and a notification email will be sent to the officers. Active status is achieved by participating on VG projects.

**Role and Responsibilities of Board Liaisons**

For each VG, the AIHA President appoints Board Liaisons, who functions as the main line of communication between the Board and the VGs. The Board Liaison encourages and supports the activities of the assigned VGs and ensures that they function within established guidelines. Specific responsibilities include the following:

- Informing Chairs of the Board member’s appointment and role.
- Apprising Chairs of relevant short and long-term AIHA goals.
- Assist in the establishment of objectives and time frames for the year.
- Representing the assigned VGs’ viewpoints and interests on specific issues at Board meetings, when requested to do so.
- Communicating with VGs following any Board action affecting them.
- Meeting/conferring with VGs at least annually and maintaining communications with VG Chairs, the Board, and relevant staff.
- Ensure that VG annual reports, budgets, and other administrative tasks are prepared and submitted on time.
- Reviewing the annual report and self-evaluation and the progress of VG goals and objectives.
- Selection of VGs for Outstanding Volunteer Group Awards.
- Providing a transition file on current/pending activities of VGs for use by a newly assigned Board Liaison.
- Ensuring that VG members receive proper recognition for their service.
- Work with struggling VGs for course correction and/or recommend the sunsetting of non-productive VGs.

**Role and Responsibilities of Staff Liaisons**

Staff liaisons work with the Board Liaisons and VG officers to support, encourage, and catalyze the work of the VGs. The staff liaison helps track reports developed by the VGs, maintains headquarters files for VG activities, and ensures that other administrative needs of the VGs are met.

Copies of all information required by Headquarters are to be sent to the attention of the appropriate staff liaison. Some of the ways in which the staff liaison can provide support to VGs include:

- Maintaining electronic mail addresses and sending announcements from headquarters.
- Arranging the logistical aspects for virtual VG meetings and participate during the meeting as appropriate.
- Assist in maintaining communications between the VG chair, VG members, and Board Liaison.
- Obtain reports or other historical information retained in the VG file at Headquarters.

VG officers and members should expect to receive information throughout the year from their staff liaison and should not hesitate to contact their staff liaison with requests for assistance when needed.
VG Activities and Performance Evaluation

The work and contributions of AIHA VGs vary widely across a range of administrative and technical activities. Therefore, no single or rigid set of performance criteria can be applied to define success or capacity to evaluate VG performance or contribution to the Association and the profession. The Board has established guidelines to help define the performance expectations of VGs.

Required Administrative Activities and Processes

- Conduct activities in accordance with relevant AIHA policies, procedures, and priorities.
- Conduct at least one annual meeting per year, to be scheduled pre, during, or post AIHce.
- Maintain appropriate records of all meetings, including minutes and a list of all participants—voting members, corresponding members, and guests—to be uploaded by the Secretary to the volunteer group Catalyst community.
- Fulfill administrative and reporting requirements outlined in the VG annual calendar. These requirements include preparation and submission to AIHA staff of:
  - Roster, including the steering committee, project team and the corresponding members’ names.
  - Annual funding requests.
  - Annual Report.
  - Copies of all meeting minutes, including a list of all participants—steering members, project team members, corresponding members, and guests.
  - Completion of surveys and self-evaluation of performance.
  - Attendance and participation in the annual Leadership Workshop by the Secretary or an alternate if the Secretary is not available.
- Transfer of any VG records not uploaded to the VGs Catalyst library to succeeding leaders and members.
- Regular communication with VG members, staff liaison, and the Board Liaison of VG activities.

These responsibilities are applicable to all VGs and are required administrative activities. Fulfilling them is essential to the orderly functioning of the volunteer group and the Association. The VG calendar, published annually to the Volunteer Group Officers Catalyst community library, includes all due dates for these activities.

The major “outcome” measures of success summarized below includes educational materials and activities for the profession, written technical guidance, and public policy positions. VG success is also measured by such activities as fostering networking among members and other aligned VGs and Local Sections (LS), reaching out to new members and younger professionals, mentoring, public and government relations activities, and development of new leadership skills. Within these broad parameters, specific measures of performance for each VG are determined by agreement among each VG’s leadership, its staff liaison, and its Board Liaison via the VG Project Dashboard.

These performance criteria are used as a guide, not a rigid checklist. Evaluation of the quality and impact of contributions must always go together with any list of accomplishments. In addition, not all criteria are applicable to all VGs all the time.

Suggested VG Activities for Fulfilling Outcome Performance Criteria:

The following list contains suggestions for VG-related activities and projects that have been shown to provide a benefit to the Association and the OEHS profession.
When the Board evaluates a VG’s performance each year, weight is given to the number, quality, and complexity of the activities and projects the VG has undertaken and/or completed.

- Develop educational content for AIHce, e-learning, road courses, etc.
- Develop publications, guidelines, fact sheets, white papers, best practices, or other media, in accordance with the content priorities, for advancing the profession.
- Actively support government relations projects/activities at the state and federal level.
- Support public relations projects/activities.
- Create a volunteer group named award.
- Present testimony at public, technical, or other hearings.
- Gather and submit responses to requests for comments regarding technical or policy issues published by agencies, consensus organizations, and others.
- Work with other institutions (official liaisons) to develop products or services useful to AIHA members and the profession.
- Publish articles in the JOEH or The Synergist.
- Post blogs to the Synergist NOW and/or Catalyst.
- Provide technical assistance and review when requested by AIHA staff.
- Evaluate existing content under CPAG process.
- Work in conjunction with CPAG to identify and assist in addressing and/or tracking issues of future importance to the profession.
- Engage in other activities that benefit the Association, the members, and/or profession.

**Annual Report**

The Annual Report is the Chair’s official account of the activities and accomplishments of the VG. Preparation of this report allows the VG to evaluate its performance and institute continuous improvement practices. The report also helps to ensure that the work of the VG is recognized and understood by the Board, and that the VG’s work can be placed in the context of AIHA’s mission, vision, strategic goals, and content priorities.

Chairs are to submit an Annual Report via the online submission portal by January 15. The report should include all activities worked on and/or completed in the previous year. This piece of information is key for the determination of the annual Outstanding Volunteer Groups recognition.

**Meeting Minutes**

Meeting minutes are the official record of VG activities and a guide to action. Minutes are to be written within two weeks of a meeting and are to be posted to the VG Catalyst community library as well as sent to the Board Liaison and staff liaison. Action items are to be noted, together with the name of the person responsible for each action item.

When a sub-committee is involved, copies of the sub-committee report should be appended to, or included in, the body of the committee’s minutes. Items that are to appear in minutes include a listing of all participants, including guests; a summary of all discussions and decisions reached including approved follow-up actions; all motions and their outcomes; and the results of ballots.

Copies of any handouts or other written or electronic materials discussed or distributed at the meeting are to be posted to the VG Catalyst community library as well as sent to the staff liaison and Board Liaison.
Sample Minutes

**Monthly Committee Meeting**
Wednesday, June 30, 2021
1:00 p.m. - 2:00 p.m. ET

**Join on your computer or mobile app**
Click here to join the meeting

**Or call in (audio only)**
+1 917-768-2821
Phone Conference ID: 732 319 778#

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome and Roll Call</strong></td>
<td>Attendee List</td>
<td></td>
</tr>
<tr>
<td><strong>Approval of Minutes</strong></td>
<td>Motion to approve May 2021 minutes as written. Motion seconded and approved</td>
<td>Upload approved minutes to Catalyst</td>
</tr>
<tr>
<td><strong>AIHA Updates</strong></td>
<td>• Group asked to complete Standards Survey by 7/25/21</td>
<td>• Celia will work with members on survey response</td>
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<tr>
<td></td>
<td>• New LMS rolling out Q3</td>
<td>• Review open call and if interested, complete form</td>
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<tr>
<td></td>
<td>• Open Call: Climate Adaptation Task Force</td>
<td></td>
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<tr>
<td><strong>Government Relations Update</strong></td>
<td>• New Policy Agenda</td>
<td></td>
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<tr>
<td></td>
<td>• 5 on the Frontline Podcast</td>
<td></td>
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<tr>
<td><strong>IH Performance Metrics Update</strong></td>
<td>• Team selected</td>
<td>• Scott will reach out to secure peer reviewers</td>
</tr>
<tr>
<td></td>
<td>• Target date for completion Q4 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Seeking peer reviewers</td>
<td></td>
</tr>
<tr>
<td><strong>Aiken Award Nomination</strong></td>
<td>• Aileen Yankowski selected as recipient</td>
<td>• Attend Aileen’s Aiken session</td>
</tr>
<tr>
<td><strong>New Items/Discussion</strong></td>
<td>• Mentoring program</td>
<td>• Members will serve as beta testers for the new mentoring platform.</td>
</tr>
<tr>
<td></td>
<td>• Cross-collaboration with WIH</td>
<td>• Eltonce will serve as the POC for WIH collaborations</td>
</tr>
<tr>
<td><strong>Meeting Adjourned</strong></td>
<td>Meeting Adjourned at 2:00 p.m. ET</td>
<td></td>
</tr>
</tbody>
</table>

AIHA Anti-Trust Guidelines
AIHA Member and Volunteers Code of Conduct
AIHA Diversity and Inclusion Policy
How to Pull a Volunteer Group Roster

1. Go to https://community.aiha.org/home.

2. Under My Access, click on the MY Member Dashboard.

3. Log-In using your AIHA user login and password if prompted.

4. Under the My Committees Box, scroll down until you see Committee/Local Section Lookup, then click on the link.
5. Select the group from the drop-down list—click on the group to highlight in blue, and then hit ‘Lookup’.

6. The current roster of members will display, including position. If you want to see the complete roster, change ‘show entries’ to All.
AIHA Retention Policy

- Committee Annual Report = 5 Years
- Committee Minutes = Permanently
- Committee Membership Lists = 10 Years
- Committee Budgets and Business Plans = 5 Years
- General Correspondence (Email) = 1 Year
- Correspondence (Non-Legal) = 5 Years
- Correspondence (Legal) = Permanently

Volunteer Groups Activities Tracking

VG officers are responsible for keeping projects on track, on budget, and the project team(s) accountable. The VG Project Sheet is also used to keep the AIHA Board appraised of the work of the volunteer group/community as well as identifying volunteer groups for special recognition.

Volunteer Groups Bodies of Work

Access an extensive library of resources developed by AIHA Volunteer Committees in their areas of specialty on various topics of interest. You will find Position Statements, Guidance Documents, White Papers, Fact Sheets and Checklists. You can browse by topic area and download for free.

IH Apps and Tools

These software tools provide the practicing industrial hygienist with quick and easy access to the information necessary to evaluate exposure profiles and determine if the exposures are acceptable, not acceptable or if more data is needed to make the determination of acceptability.

Legal Disclaimer: These tools were developed by volunteers over the years and are not copyrighted by them to our knowledge. While AIHA’s logo appears at least some of them, the Association does not control ownership rights. As directed by legal counsel, AIHA cannot enter into any agreements with third parties to produce derivative works (e.g., translations into other languages) unless the original authors assign rights under separate agreement.
AIHA Volunteer Groups Annual Calendar

The AIHA Volunteer Groups Annual Calendar identifies important dates and deadlines that VGs officers need to be aware of throughout the course of a year; these include submission deadlines for the reports, project funding, named awards, Leadership Workshop, officers training, and more.

Volunteer Engagement Best Practices

Engagement of volunteer group members is essential to the success and livelihood of a volunteer group. The most important qualities of a great leader include integrity, accountability, empathy, humility, resilience, vision, influence, and positivity. Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things, they never thought they could. The following are best practices for successful volunteer group leadership:

- Draft and adopt a VG Member Statement that acknowledges the valuable role of VG members and the value proposition of the work—this can be included as a part of the volunteer group Mission Statement.
- Create a trusting environment that ensures open communication, teamwork, inclusion, and respect for diversity.
- Establish an environment where VG members feel they belong and want to stay.
- Take the time to authentically engage VG members from the start by providing orientation (expectations), training, and feedback.
- Clearly communicate the vision and mission of the VG often.
- Create transparency when it comes to the roles, responsibilities, and accountability of all VG members.
- Seek feedback and input to define SMART goals and measure success (SMART = Specific, Measurable, Attainable, Realistic, and Time-bound).
- Regularly evaluate goals based on volunteer group involvement; be nimble and flexible to change.
- Start new VG members off small and keep workloads manageable and shared across the VG.
- Communicate progress being made on a regular basis.
- Be prepared so you do not waste people’s time.
- Pivot when there are setbacks or breakdowns, learn from them, and share your learnings with others.
- Provide opportunities for professional and personal growth through mentoring, projects, and activities.
- Celebrate accomplishments big and small.

VG Meeting Procedures

Except for the annual VG business meetings, all VG meetings will be held virtually throughout the year. The staff liaison will schedule and communicate VG meeting invites. Based on the scope of work of the VG, the Association strongly recommends that volunteer groups meet quarterly at a minimum to sustain engagement of VG members. Board Liaisons will participate based on availability; the AIHA CEO by request and based on availability. A staff liaison will be assigned to each volunteer group and will participate at each VG meeting as appropriate.

In preparation for VG meetings, agendas, minutes, and other supplemental materials should be distributed to the VG members at least one week prior to the meeting. The staff liaison can distribute this information so long as the material is ready one week prior. Staff cannot guarantee last-minute requests.
Creating an Effective Meeting Agenda

- Chair and Secretary work together to develop the agenda.
- Information on how to access the meeting should be included (Teams or Zoom links).
- Indicate meeting start and end time using ET—the agenda should indicate how much time is needed.
- Include tentative amount of time allotted for each agenda item and try to stay within the allotted time.
- Indicate who is the point person for each topic—get the members involved.
- Provide a summary of projects/information to get new members up to speed.
- Seek agenda items from volunteer group members two weeks prior to the meeting.
- The agenda should be made available, at a minimum, one week prior to the meeting.
- The agenda should be uploaded to your Catalyst community as well as sent to the staff liaison.
- The staff liaison will distribute the agenda, as well as a reminder of the date, time, and links for the meeting.
- The secretary can use the agenda framework to complete minutes.

Sample Agenda

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**Monthly Committee Meeting**
Wednesday, June 30, 2021
1:00 p.m.-2:00 p.m. ET

**Join on your computer or mobile app**
[Click here to join the meeting](#)

**Or call in (audio only)**
[+1 917-768-2821](tel:+19177682821)
Phone Conference ID: 732 319 778#

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Point Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-1:05 p.m.</td>
<td>Roll call and acceptance of the minutes</td>
<td>Celia Booth, Chair</td>
</tr>
<tr>
<td>1:05-1:10 p.m.</td>
<td>Board Liaison AIHA Updates</td>
<td>Courtney Tinner</td>
</tr>
<tr>
<td>1:10-1:20 p.m.</td>
<td>AIHA Government Relations Update</td>
<td>Mark Ames</td>
</tr>
<tr>
<td>1:20-1:30 p.m.</td>
<td>IH Performance Metrics Update</td>
<td>Scott Lawson, Team Lead</td>
</tr>
<tr>
<td>1:30-1:40 p.m.</td>
<td>Birkner Award Nomination</td>
<td>Bradley Rogers, Past Chair</td>
</tr>
<tr>
<td>1:40-1:55 p.m.</td>
<td>New Items/Discussion</td>
<td>Open</td>
</tr>
<tr>
<td>1:55-2:00 p.m.</td>
<td>Final roll call and closing</td>
<td>Celia Booth, Chair</td>
</tr>
</tbody>
</table>

[AIHA Anti-Trust Guidelines](#)
[AIHA Member and Volunteers Code of Conduct](#)
[AIHA Diversity and Inclusion Policy](#)
Meetings at AIHce

Dedicated meeting space and refreshments will be provided to volunteer groups who reserve a date/time for a VG meeting via their staff liaison. Travel-related expenses for volunteer group meetings, or special guests at volunteer group meetings do not qualify for travel reimbursement.

All food and beverage for volunteer group meetings is handled exclusively through the staff liaison; outside food and beverages are not allowed due to contractual obligations with hotels and/or convention center. The basic guidelines are as follows:

- Food and beverage will be determined by the staff liaison based on type and length of the VG meeting.
- Hors d’oeuvres are acceptable substitutes for formal meals if there is a VG business reason to do so and are limited to VG members who are attending the specific volunteer group meeting.
- Separate volunteer group receptions/alccoholic beverages, unless otherwise pre-approved, will not be provided at AIHA’s expense.
- Expected attendance must be ascertained to avoid paying excessive food and beverage costs; attendance is based on volunteer group members and guests should not be invited to food and beverage functions or offerings without permission.
- Audiovisual requests are limited and are on a first come, first serve reservation basis.
- Social gatherings and informal lunches or dinners not related to specific VG business and/or pre-approved will not be covered via AIHA funds.

FUNDING REQUESTS

VG Funding Requests

- Funding requests are for work that will be conducted by the VG.
- All VG activities that will require funding must ultimately be approved by the Board before the project is initiated.
- Consider the following:
  - Are the project objectives and deliverables well-defined?
  - Does it bring value to the members, profession, community and/or Association?
  - Does it include the overall costs associated to successfully complete the project?
- Project lead (and team if possible) are identified, and expectations outlined.
- Establish a working timeline and include milestone check-in dates.
- Identify expectations, anticipated impact, and results.
- Calculate a ROI (to members, association, profession):
  - Will the project help AIHA obtain its mission?
  - Will the project help to achieve the strategic plan?
  - Will the project result in a product or service of value to the member(s)?
  - Will the project increase community outreach/public awareness?
  - Will the project enhance the profession?
  - Will the project assist in the implementation of the CPAG priority areas and/or core competencies?

The following items do not qualify for volunteer group funding:

- Contracting a third-party to accomplish the scope of work.
- Funding or sponsorship requests from other organizations.
Publications, tools, and resources that are handled exclusively through the **AIHA Market Place**.

National and international standards setting activities are handled exclusively through the **AIHA Guideline Foundation**.

Scholarship(s) on behalf of the group. Scholarships are awarded on an annual basis via the **American Industrial Hygiene Foundation** (AIHF). Some of the **AIHA Local Sections** also offer scholarships.

AIHce symposium, PDC, or other technical session related development or expenses are handled exclusively through the AIHA’s Education and Meetings Departments.

AIHce related travel, housing, or registration are handled exclusively through the Education and Meetings Departments.

Also, it should be noted:

- Quality vs. Quantity: Multiple proposals do not increase your chance of funding approval.
- Ownership/Capacity: It is the responsibility of the VG requesting funds to complete the project, not the Board or staff. Make sure there is adequate interest and support within the VG for the project.
- Great Idea vs. Great Proposal: Great ideas do not have to conform to VG funding. If AIHA should be involved, let us know!

**Funding Review Process**

1. First, submitted by AIHA Professional Community with initial review, recommendation and rationale by staff liaison
2. Additional staff review, recommendation and rationale i.e., STI, Government Relations, etc.
3. Board Liaison review, recommendation and rationale
4. Content Portfolio Advisory Group (CPAG) review and approval for content development**
5. Finance Committee review, recommendation and rationale
6. Board Approval—All Decisions are Final

**AIHA Content Development: [https://www.aiha.org/get-involved/aiha-content-channels](https://www.aiha.org/get-involved/aiha-content-channels)

**Budget Tracking/Expense Processing**

VG Chairs are responsible for operating their VGs within the budget approved by the Board and for making sure expenses are reasonable, they are related to AIHA activity, and they are adequately documented with a complete record of expenses, receipts, expense vouchers, and other relevant information.
All pre-approved expenses must be submitted via the AIHA Expense Report Form. The flow for submission and approval of expenses is shown at the bottom of the form. Expense report forms must be submitted to the Chair first (if not prepared by the Chair), who will then route them to the staff liaison. All appropriate receipts should be attached.

Submissions should be submitted to AIHA within 30 days of receipt or the close of the event/meeting. Failure to provide timely and accurate submissions may result in rejection of expenditures.

Timing is particularly critical at year-end so that expenses are not carried over to a new budget cycle.

All third-party vendor contracts and payment must be handled by the AIHA staff liaison. No volunteer group officer or volunteer group member has the authority to sign any contracts that make AIHA liable for any product or services rendered. Any relationship with a potential third-party vendor being considered for services must be disclosed immediately.

**Travel and Meeting Expense Policies**

All VGs must adhere to the [AIHA Travel Policies](https://www.aiha.org/about-aiha/travel) when conducting approved business on behalf of AIHA. All travel (including mode of transportation and lodging) reimbursement must be approved prior to booking any travel.

Travel and hotel accommodations for VG Secretaries are handled at a minimum 30-days prior to the start of Leadership Workshop via the staff liaison. All requested information must be received by the due date to ensure cost-effectiveness. Rental cars fees will not be considered for reimbursement.

No funding is provided in VG budgets for travel of members or invited guests to AIHce, other allied organizational conferences/events, or to VG meetings held in conjunction with the conference.

If members traveling at AIHA’s expense opt to stay an extra day to take advantage of the destination/location or an upgrade to an existing reservation, the individual will need to present a form of payment to cover the extended stay or upgrade. All concessions are at the expense of the individual.

**AWARDS**

**VG Named Awards**

AIHA volunteers are generous with their time, talent, and expertise in the development of education, programs, products, and services that support the OEHS profession and advance the AIHA mission. By celebrating and reflecting upon the altruistic spirit of the volunteer community, we strive to recognize our committed volunteer leaders who make it all possible.

At present, there are a number of established volunteer group awards that require formal Board approval (see [https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards](https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards)). In February 2021, the AIHA Board agreed that each AIHA volunteer group should have the option to establish its own named award. Recipients will receive a certificate of recognition, to be presented at the group’s annual business meeting, typically held in conjunction with AIHce.

**Establishing a New Volunteer Group Name Award**
For those volunteers groups that have never developed an award, consider the following:

1. **Business purpose:**
   a. Is there a need for this award?
   b. What is the significance of the award to the recipient?

2. **Define performance targets and qualifying criteria. Suggested approaches include:**
   a. Demonstrated dedication to the development and delivery of products and services that advance the profession and practice.
   b. Contribution to a body of work that has advanced innovation to support advancement in technology or value proposition of the profession.
   c. Participation in an activity that resulted in satisfying previously unmet needs of society or changes in the economy or environment.
   d. Exemplary or emerging leaders who have shown outstanding accomplishments and achievements that positively impacts public policy for improving business and worker’s lives, economic growth and opportunity of the profession and practice, or a change in societal value that impacts the lives of people and the communities served.

3. **Determine the name of the award:**
   a. Name recognition can aid in getting the award noticed; however, the name should reinforce the support of the business purpose.
   b. Check with the staff liaison to ensure that there is no other award using similar elements to avoid confusion across the AIHA enterprise.

4. **Specify nomination application requirements:**
   a. Who can submit a nomination?
   b. How will nominations be submitted?
   c. Is a CV required and/or other supporting documentation?
   d. Can an individual self-nominate?
   e. Is the award limited to an individual or a group of individuals?

5. **Deploy an open call process within the group to give members the opportunity to serve on the award selection team:**
   a. What are the criteria to serve?
   b. What is the time commitment?
   c. How will these members be selected?
   d. What will the team leadership look like?

6. **Create a ranking system to be used by the awards selection team to assist in the selection of the best candidate:**
   a. Hold a conference call for final discussion and selection.
   b. Provide rationale for selection.
   c. Provide feedback to nominators whose nominees were not selected.

7. **Determine the notification process:**
   a. Who from the selection team contacts recipient(s), nominators, and nominees that were not selected?
   b. Be prepared to provide a rationale.

8. **Submit the recipient(s) name and complete contact information to the staff liaison, who will send the official notification letter to the recipient and for promotional purposes as appropriate.**
Selection Committee Criteria

- Must be active members of the volunteer group.
- Will not research unsupported claims or enhance the nomination package in any way.
- Shall have the prerogative of carrying forward nominations to a more suitable time frame.
- Reserve the right to not present an award when suitable selection(s) cannot be made.
- Are not eligible for the award. When agreeing to serve on a selection committee, you should understand that if you were to be nominated, the nomination would be disqualified. Persons preparing nominations should be advised that committee members are not eligible.
- Should not be directly involved in nominations prior to their submittal. You can answer general questions about what a nomination should include, but you should not pre-review or comment on draft nominations.
- Will self-identify any relationships/affiliations that might be perceived as a source of potential bias and inform the team lead and Chair of the volunteer group of any Conflicts of Interest (COIs) before any candidates have been discussed.
- If COIs are identified, the normal practice is for conflicted member(s) to recuse themselves from discussions related to the corresponding nominations.
- Will maintain strict confidentiality with nomination materials as well as internal/group discussions. Information about committee deliberations should not be shared with anyone outside the committee, nor should recipients be discussed until AIHA has notified all recipients and nominators.

Guidance for Nominators

- Nominators should inform the nominee(s) that they are submitting their name for the award.
- Nominations are only as good as the information provided.
- Nominators can significantly improve the selection process by accurately completing the online nomination form and providing all required documents (e.g., CV and supplemental information).
- It is crucial that nominators consider the criteria for the award prior to submitting a nomination to ensure that the nominee’s achievements align with the criteria.

AIHA LIAISONS

Membership on Outside Committees (Official AIHA Liaisons)

The AIHA President may appoint a national AIHA member to serve as a member of, or official AIHA representative or liaison to, an outside national committee (such as an accredited ANSI committee) for a period of time to be determined by the assignment. The official liaison should be selected from the relevant VG. If the outside committee has relevance to more than one AIHA VG, the appointed liaison is to discuss items of concern with the leadership of each relevant VG. The liaison is accountable to the relevant AIHA VGs, the Board, and the Association. A report of activities is due to the President in April of each year from the liaison, with a copy to the sponsoring Committee Chairs, Board Liaisons, and Staff Liaisons.
STANDARDS

AIHA Standards Activities
This section covers the role VGs may play in supporting consensus and other standards development activities.

Standards Advisory Panel (SAP)

The SAP is responsible for making prioritized recommendations regarding AIHA’s involvement in consensus standards-setting activities to ensure that OEHS professionals are represented in the advancement of both the profession and professional practice.

- **Roles and Responsibilities.** This document outlines the background, purpose, scope, structure, selection and qualification, duties, processes, and procedures of the SAP.

- **Conflict of Interest Disclosure Form.** This document ensures impartial and objective decision-making policy development and content by requiring active volunteers (i.e., Board members, SAP, AIHA representative/alternate to the technical standards committee, ERPC, other working group members) to disclose any potential conflicts prior to any policy, product, or document development.

- **AIHA Standard Representatives Periodic Report.** This form is used by AIHA Standard Representatives to report standard development activities.

- **AIHA Representatives/Alternates to Consensus Standards Setting Bodies: General Requirements.** This document reviews the general requirements that AIHA Representatives and Alternates adhere to during the development of the consensus standards.

AIHA Standards Development

The goals for AIHA standards development activities are:

- Ensure that AIHA obtains and maintains an appropriate level of involvement or leadership in OEHS related standards globally.

- Encourage broader participation by AIHA in the development of international OEHS standards while supporting and strengthening the existing domestic standards development efforts.

- Support the development and harmonization of national and international OEHS standards within the boundaries of protecting workers and their communities from harm due to natural and man-made hazards.

- Provide a forum for AIHA members to provide meaningful input into the standards development process.
AIHA Standards Engagement

The AIHA Guideline Foundation Standards Advisory Panel has developed a Standards Engagement Process that will allow AIHA to:

- Identify the consensus standards issues that are important to AIHA members and stakeholders and the advancement of OEHS science and professional practice.
- Track activities pertaining to standards development that has an impact on the OEHS profession and worker health and safety in the communities served.
- Determine the appropriate level of AIHA involvement in any such standards.
- Engage more effectively in developing and influencing standards in support of the Association’s planned strategic goals and objectives.

To Request for Evaluation of a Consensus Standard, please fill out a form here.

AIHA Standards Representatives

Click here to see the various national and international standards and standards-setting committees and the list of members that currently represent AIHA. If an AIHA member is a member of an outside committee but was not appointed to it by AIHA, the member is to ensure that his/her opinions are not construed to represent positions of AIHA. It is proper, however, for a member in such a position to convey established views of AIHA (e.g., those in existing position papers).

CATALYST

Online Community

Catalyst is AIHA’s exclusive online community where members can network, talk to experts, join a conversation with people who share your interests, and find what you need throughout your AIHA journey.
Catalyst is a 24/7 networking opportunity. You can join a forum, start interacting with people and, voila...you are networking! Being active in discussions helps you get your name out there. If you reply to conversation threads, those involved in the dialogue will remember you and will be more accessible when you approach them for something. Also, if people find your ideas or solutions helpful, they will try to reach you out...see, networking!

Catalyst Code of Conduct

Catalyst is AIHA’s exclusive online community in which members can maintain science-based discussions with other professionals from around the world. As a professional online community, members, volunteers, and guests are expected to maintain high standards consistent with the AIHA’s Code of Conduct for Members, Volunteers, and Related Communities.

To this end, all individuals are expected to act with integrity and professionalism, demonstrate behaviors that are courteous and considerate of others, and communicate from the perspective of wanting to share or advance the science of our profession.

Monitoring and Actions

1. The Catalyst staff shall review the Daily Digest to ensure that the standards of the community are maintained and that the discussions are appropriate for the Catalyst forum.

2. Any post found to contain political, marketing, or other inappropriate content, is not fact-based, is aggressively negative, and/or includes personal attacks will be reported to the Director, Membership and Professional Community.

3. Members may volunteer to assist staff in reviewing posts and provide recommendations to staff and Board leadership as warranted.

4. Members, volunteers, and guests should consider posting opinions based on a scientific approach, with reference to peer-reviewed research where available. Failure to maintain this standard of care runs the risk of alienating the readership and, worse yet, can undermine the integrity of the profession.

5. Any complaints received by staff will be researched, and any corrective action(s) will be communicated to the parties involved. AIHA members and staff have the option of filing a formal complaint through the AIHA Code of Conduct Complaint Form.

6. Depending on the level of concern, the Director, Membership and Professional Community will first consult with the AIHA CEO. Additional involvement may include the AIHA HR Department and Board leadership as warranted. If the post is removed, a copy will be kept on file and the member will be contacted with an explanation why. Supporting documentation will be kept on file for a period of one year.

7. If a member continues to disregard the Code of Conduct after being notified once, further offenses can result in:

   a. 2nd offense—the member is placed in moderation for a period of two weeks. Staff will notify the member by email. Supporting documentation will be kept on file for a period of one year.
b. 3rd offense—access to Catalyst will be suspended for a period of six weeks. Staff will notify the member, the AIHA CEO and the AIHA HR Department by email. Supporting documentation will be kept on file for a period of one year.

c. 4th offense—access to Catalyst will be terminated pending notification to the AIHA CEO, AIHA HR Department, and the AIHA President. For particularly egregious behavior, termination of membership may result.

8. AIHA Staff and Board reserve the right, based on their judgment, to elevate the response to a higher level in the steps above depending on the severity of the offense.

9. If a formal complaint concerning perceived violations of the AIHA Code of Conduct is received via the online complaint form, an alternative course of action may be prescribed based on the recommendations of the investigation group.

Catalyst Admins

Volunteer group officers serve as the admins for their Catalyst community. Admin permissions allow officers to email committee members directly and manage library content. Admin training will be provided bi-annually.

MENTORING

AIHA Mentoring Program

No matter where you are in your career, the right mentor can energize you and provide counsel when you need it. And when you mentor others, exposing them to otherwise inaccessible experiences, you can accelerate their careers and help them succeed.

AIHA has launched a new exclusive, AIHA member only, mentoring platform that includes one-step enrollment, algorithm-based matching of mentors and mentees, mobile accessibility, calendar syncing, and online chat, and video call capabilities. With the new platform, your user experience will be easier, faster, and more meaningful. Read more about the new platform in the SynergistNOW blog titled, The Future of Mentoring.

The mentoring platform features:
- One-step enrollment process.
- Algorithm-based matching of mentors and mentees.
- Interactivity.
- Accessibility on mobile devices.
- Calendar syncing, meeting scheduling, chat, and video calls.

With the specialized platform, your user experience will be easier, faster, and more meaningful.

Not sure where to start? The new platform maps out the entire mentoring process with easy-to-understand steps. Guided messages will alleviate the stress of not knowing what to do next and make the entire process clear and organized. In addition, mentors and mentees can easily provide suggestions for improvement or encouragement in the notes and feedback section of the platform.
Mentors and mentees will also have access to the AIHA mentoring library, a series of self-paced learning modules on topics such as how to set goals or how to become a high performer. You'll be able to take part in personal and professional development programs to better understand yourself and others.

GUIDELINES

Legal and Ethical Guidelines

Particularly with a volunteer association, great care must be taken to protect against the appearance of legal or ethical improprieties. For these reasons, VGs may suggest vendors, suppliers, or consultants, but staff will follow through with a basic procurement process in determining final vendor, suppliers, or consultant. Staff will also handle any necessary negotiations based on what is fair market value for the work (product or service) to be performed.

If the AIHA Board approves the proposal, the CEO, with the input of the appropriate staff, will procure the appropriate resources. All approved expenditures and subsequent purchases or expenses are the responsibility of the AIHA staff, not the VG or task force.

AIHA staff will procure the needed and approved goods and services in accordance with ethical standards, good accounting practices, and all other requirements as specified in the articles of incorporation and bylaws of the Association.

ALLIANCES

AIHA Alliances and Partnerships

AIHA has formed alliances and partnerships to use collaborative efforts and expertise to advance workers’ protection. Promote best practices and encourage employers to develop and utilize occupational health and safety management systems and effective prevention strategies and technologies.

CPAG

AIHA Content Portfolio Advisory Group (CPAG)

CPAG helps advance AIHA’s mission and values by providing input and advice to the AIHA Board and staff regarding the content AIHA provides to members and other stakeholders. Content may include documents, articles, white papers, fact sheets, publications, and more.

CPAG was developed to help AIHA determine the key content priorities that AIHA should focus on to maximize relevancy and impact on the occupational and environmental health and safety profession. These priorities are reviewed and modified on an approximately 5-year cycle based on input from stakeholders inside and outside the Industrial Hygiene (IH) community.

CPAG is dedicated to moving AIHA’s content priorities forward. The content priorities were developed several years ago out of an “environmental scan”—an effort to determine future trends that will have an impact on the IH profession and figure out the most important initiatives for us to pursue. One of CPAG’s new roles will be to “champion” each of the content priorities.
AIHA Content Development

AIHA’s mission includes providing cutting-edge educational and training resources that help members protect and improve occupational and environmental health and safety (OEHS). As we are constantly looking for new content creators that can provide well-informed, well-written information to our audiences, we invite members to submit their content ideas. Creating content with AIHA provides great opportunities for professionals and students to publish creative intellectual works; nurture the skills that new creators need for success; and cultivate their professional development.

Ideas for publications, webinars, articles, blogs, tool kits, and document translations can be submitted to AIHA using the Content Proposal Form. Proposals for in-person teaching opportunities (such as PDCs and AIHce sessions) are submitted during the annual Call for Proposals that usually opens in June and closes in September.

Once a proposal is submitted, an AIHA staff member will review your proposal and may contact you if he or she requires clarification on any point. Additional steps may be necessary depending on the type of product you are looking to develop.

For publications and webinars, please check AIHA University before submitting a proposal to avoid duplicating a product that we already offer. You may also want to contact us about product viability prior to submitting a proposal, as we know our market and can help you refine your idea.

PUBLIC POLICY

AIHA Public Policy Agenda

Successfully navigating the waters of government relations requires focus, continuous effort, and relationship building. AIHA’s Public Policy Agenda is built around four pillars: increasing worker protections, workforce development, knowledge, and public awareness. These pillars provide structure and focus for addressing some of the United States’ most pressing occupational and environmental health and safety challenges.