



HEALTHIER WORKPLACES | A HEALTHIER WORLD

## Volunteer Groups, Working Groups, and Other Member Groups

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### 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 sunsetted. 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
- 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. 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 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 the 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.

Each year the Secretary confirms the VG members for the coming year through submission of the roster to the group's Board Liaison and staff liaison, as well as status i.e., active, or corresponding. Nominees for steering committee and project members must be AIHA members.

- **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 rosters, annual reports, and budgets are prepared and submitted on time.

- Reviewing the annual report and self-evaluation and the progress of VG goals and objectives.
- Nominating 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 sunseting 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 EXP.
- Maintain appropriate records of all meetings, including minutes and a list of all participants—voting members, corresponding members, and guests—to be uploaded to the volunteer group Catalyst community.
- Fulfill administrative and reporting requirements according to established guidelines in a timely fashion. 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 performance of self-evaluation.
- Attendance and participation in the annual Leadership Workshop by the Secretary or an alternate if the Secretary is not available.
- Transfer of VG records 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.

These performance criteria are used as a guide, not a rigid checklist. Evaluation of the quality and impact of contributions must always go hand-in-hand 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.
- Serve as a liaison to other organizations or associations.
- 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 ALHA'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. On completion of a Chair's term of office, the Chair is to provide the working VG files to the incoming Chair.

## Roster

A VG's membership roster is the official list of its members. Each year the current Secretary is to provide the VG staff liaison and Board Liaison with the list of voting and non-voting VG members for the next calendar year. The roster is due to the staff liaison by **July 30**. This allows sufficient time to update the member database and the Catalyst community. This timing is critical as a delay can impact a member's ability to obtain certification maintenance points. The rosters are updated annually as certification maintenance points are granted for actively serving a full year term.

## 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.

## AIHA VG Meeting Procedures

With the exception of 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.

## 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/alcoholic 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 Association funds.

## Volunteer Group 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 an ROI (to members, association, profession).

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. AIHA Professional Community staff liaisons will review the request and make recommendations to approve or deny and the rationale why.
2. If the funding request does not qualify for VG funding, but may be covered by a different AIHA department, the staff liaison will submit the request to that department for review / recommendations / rationale.
3. Content Portfolio Advisory Group (CPAG) review / recommendations / rationale (new or updating content must be approved by CPAG prior to any work being initiated).
4. Board Liaison review / recommendations / rationale.
5. Finance Committee review / recommendations / rationale.
6. Board Approval—**All Decisions are Final.**

## 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](#) 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.

## Volunteer Group 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>). 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 some 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.

## 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). 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.

## 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).

## 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.

## Resources

[AIHA Alliances and Partnerships](#)

[AIHA Content Development](#)

[AIHA Strategic Planning](#)

[AIHA Public Policy Agenda](#)

[Catalyst Online Community](#)

[Code of Conduct](#)

[Content Portfolio Advisory Group](#)

[Member Ethical Principles](#)

[Micro-Volunteering](#)

[Standards Activities](#)

[Volunteer Groups](#)

[Volunteer Group Awards](#)

[Volunteer Groups Bodies of Work](#)

[Volunteer Group Projects Dashboard](#)