

# AIHA Volunteer Group/Project Team Excellence Awards Policy and Procedures

Approved June 2025; Revised July 2025

## Purpose

The AIHA Volunteer Group/Project Team Excellence Awards are presented to volunteer groups (VGs) or project teams (comprising one or more VGs working toward a common project or task) that have been selected by Board liaisons as the most supportive of advancing a specific domain of the current AIHA Strategic Plan.

NOTE: Members can also be recognized by their peers for their individual contributions to the association and/or the profession. These types of accolades are reflected under the VG Named Awards or the AIHA Named Awards programs, separate from this program.

## 2025-27 AIHA Strategic Plan Domains

- Pursuit of Knowledge
- Advancing the Profession
- Member and Volunteer Engagement
- Impact and Awareness

## Eligibility

The AIHA Volunteer Group/Project Team Excellence Awards are presented to volunteer groups (VGs) or project teams (comprising one or more VGs working toward a common project or task).

To ensure fairness and alignment with the purpose of this award, eligibility is limited to advisory groups whose work is primarily **strategic** in nature. Groups that are primarily **operational**, such as those focused on governance, finance, accreditation, event planning, or administrative oversight, are **not eligible**, as their scope and responsibilities do not directly reflect progress against the external-facing domains of AIHA's Strategic Plan.



## Considerations for Eligibility

### Eligible (strategic):

- Academic Advisory Group
- AIHA-ASHRAE IAQ Advisory Group
- Defining the Science Advisory Group
- Human Capital Advisory Group
- Improving Exposure Judgments Advisory Group
- Joint Ethics Advisory Group
- Principles of Good Practice Advisory Group
- TSCA Advisory Group
- Total Worker Health (TWH) Advisory Group

### Ineligible (operational):

- Academic Accreditation Panel (AAP)
- AIHA Board of Directors
- AIHA Named Awards Selection Committee
- AIHA OEL Committee
- Board Nominating Committee (BNC)
- Conference Planning Committee (CPC)
- Continuing Education Committee (CEC)
- Content Portfolio Advisory Group (CPAG)
- Emerging Economy Microgrants Advisory Group
- Emergency Response Planning Guidelines (ERPG) Working Group
- Finance Committee
- Local Sections Advisory Group (LSAG)
- Nominate to Elevate Task Force
- Membership Advisory Group (MAG)
- Standards Advisory Panel (SAP)

## Award Process

- Project Teams submit their annual reports by January 17, using the revised annual report form which includes a query on how their work contributed to the AIHA strategic plan. Refer to the Annual Report section below for more information on the annual report process.
- Two Board Liaisons are assigned to review the submitted annual reports and nominations for each domain, excluding their respective assigned groups, to avoid potential bias. Each Liaison scores teams based on contributions that reflect the progress made against strategies listed for each domain.
- Board Liaisons meet as a group to review and discuss their selections and rationales for all nominees per domain. The agreed-upon outcome is up to two (2) VG/project team awardees per strategic plan domain.
- In the event of a tie or unresolved selection of Excellence Awardees, the unresolved decision is referred to the President, President-Elect, Vice President, and Past President for final determination.
- The VG/Project Team Excellence Award nominees are presented to the Board of Directors for a vote of approval.
- The Excellence Award recipients will be notified and presented with their awards. The names of the Awarded Project Teams, including those of the individual contributors, will be announced at AIHA Connect, in The Synergist, on the AIHA webpage, and on the individual members' AIHA transcripts.

## Annual Report Process

The Annual Report is the Volunteer Group (VG) Chair's official record of VG's activities and accomplishments. The preparation of this report enables VG to evaluate its performance and implement continuous improvement practices. The report also helps to ensure that the work of the VG is recognized and understood by the Board and that VGs work can be placed in the context of AIHA's strategic priorities and content priorities.

Chairs are to submit an Annual Report via the online submission portal January 17. The report should include all activities worked on and/or completed in the previous year. This piece of information is key to determining the annual VG/Project Team Excellence Awards.

## Submission Form Fields

Provide the following demographic information:

- Name of the VG POC: [Text Box]
- Volunteer Group Name (part of the <INSERT COLOR COUNCIL>) Select or enter the value
- Other Volunteer Groups (not part of the above COLOR COUNCIL)  
NOTE: For Structural Frameworks, indicate name of the Project Team.
- VG Mission Statement (*Your mission statement will remind stakeholders of desired outcomes and sets the stage for further evaluation of progress.*)
- Highlight the impact, success, and challenges experienced by your group [Open Comment Box]
- Collaboration: Showcase collaboration efforts—this includes projects undertaken with another AIHA volunteer group or an external organization or group. [Open Comment Box]
- Memorable Moments/In Gratitude: Use this opportunity to recognize a volunteer group member(s) who have gone above and beyond, surpassing expectations as a volunteer (include rationale). [Open Comment Box]
- **Provide an overview of how the group promoted awareness and alignment with the AIHA domains and strategic objectives.**
- **Contributions to the AIHA Strategic Plan**  
The information listed below should mention items from your entries into the [Volunteer Groups Project Sheet](#). Refer to the [AIHA Strategic Plan](#) for details on strategic priorities listed under each of the following four (4) external-facing domains:
  - Describe how your Volunteer Group contributed to advancing the '**Pursuit of Knowledge**' domain.
  - Describe how your volunteer group contributed to advancing the '**Advancing the Profession**' domain.



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- Describe how your volunteer group contributed to the '**Member and Volunteer Engagement**' domain.
- Describe how your volunteer group contributed to advancing the '**Impact and Awareness**' domain.
- **Plans for Advancing AIHA's Content Priorities in the Coming Year**  
What projects does your volunteer group envision for the coming year that will incorporate and promote one or more of the AIHA [content priorities](#)?
- **Looking Ahead**  
Wrap up your report by sharing the group's vision for the coming year.