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# Board Nominations Policy

*Approved July 2018; Revised July 2022, Revised February 2023*

AIHA is a relatively large and complex organization. The Board plays a critical role in the association and is the “face” of AIHA. The Board establishes the organization’s strategic direction and goals. Then it monitors progress toward reaching those goals on behalf of the membership.

The Board of Directors is always looking for new volunteers who have a passion for AIHA and an innate desire to see it grow and prosper. **AIHA encourages candidates to apply who will advance the diversity of our Board.**

## Suggested Avenues to a Board Leadership Role

The following are recommendations for aspiring new leaders to pursue:

- Join and actively participate in one or more of AIHA’s Technical Committees, other Volunteer Groups, and/or Special Interest Groups. Assume a leadership role and establish a name for yourself.
- Get involved in your Local Section. Become an elected leader.
- Speak at AIHce and/or other key events. Serving as a subject matter expert helps elevate your presence in the AIHA community.
- Network with AIHA Board members. Gain a better understanding of what it’s like to serve on the Board by discussing your interests with a current or recent Director
- Demonstrate leadership in your job. Examples include serving as moderator and/or speaker at AIHA and other allied industry events, publishing, conducting cutting-edge research, teaching, and mentoring young professionals.
- If you are a practicing industrial/occupational hygienist, strongly consider obtaining your CIH credential. Although not a written requirement, everyone who has or is currently serving on the Board has earned this prestigious certification. History has shown that when a CIH candidate runs against a non-CIH candidate, the former always wins.



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## Performance Expected of Members of the AIHA Board of Directors

1. As elected representatives of the membership, officers and directors must maintain the highest ethical standards possible for the continuous improvement of our association. It is the duty of Board members to represent all AIHA members. Board members do not specifically represent any one segment of our association, such as a special interest group, nor do they represent their employers.
2. A primary obligation of a Board member is to participate in all Board meetings and activities. The Board meets four times a year (late February, late May/early June at our annual conference, mid-July, and mid-November). In addition, calls may be scheduled as needed.
3. All new incoming members are expected to attend a two-part virtual Board orientation program, held in April each year.
4. Directors and some officers are assigned Board liaison roles to such groups as Color Councils (groups of Volunteer Groups), national-level committees, and other allied groups. For your Volunteer Group assignments, you are expected to attend as many of their meetings as you can during AIHce and participate in their calls throughout the year. In this capacity, you'll be asked to provide a Board update as well as report back to the Board as necessary on their progress vis-à-vis specific project goals.
5. All electronic ballots require 100% approval to pass, pursuant to AIHA's state of incorporation law (Illinois). Hence, you are expected to respond to each ballot in a timely manner, usually within seven (7) days.
6. AIHA will provide reimbursement for expenses incurred for participation in Board activities. There is a procedure for pre-approval of any travel. Except for attendance at your "home" local section meetings, your travel expenses should not come out of your own pocket. However, if your employer can cover any of your travel expenses, it is greatly appreciated.
7. Personal involvement as a member of a volunteer group is commendable; however, during Board service, it is necessary that members divest themselves of committee membership to ensure that they can accomplish their Board assignments and activities to the most complete extent possible. If this is an issue for you, you should consider becoming a corresponding member of the volunteer group in question for the duration of your Board service. This would enable you to keep apprised of committee activity while serving in a non-voting capacity.
8. All Directors must sign a Conflict of Interest form annually. Concurrent participation on a 'competing' association board (e.g., ACGIH and ASSE) is not permitted.
9. Finally, if you are elected as a director -- depending on your overall performance-- you could be invited to run as an officer in the future. Think about your leadership



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interests and whether you have the time and interest in dedicating yourself to serving the Association.

## **AIHA Board of Directors Nominations Process**

Being a Director is an important responsibility with significant career-enhancing rewards.

Members may self-nominate or be nominated by a peer. Only voting members may submit nominations.

In general, desired attributes for Board candidates include:

1. A demonstrated record of distinguished service and the potential for further contributions
2. Demonstrated OEHS expertise and performance at the highest level in the scientific, industrial, public sector, and/or educational communities
3. A commitment to devote the time necessary to effectively perform Board duties
4. Prior leadership service in which an individual has been recognized as having advanced our strategic initiatives in some capacity, such as:
  - a. Service as an officer in a local section within the last five years
  - b. Service as chair for a volunteer group within the last five years
  - c. Sustained active involvement in volunteer group(s), the mentoring program, or other Association activities
  - d. Service on a national task force, advisory panel, strategic focus group, etc., on behalf of the Board in the last five years
  - e. Participation in AIHA Leadership Workshops, AIHce, or other AIHA programs
  - f. Participation at a high level in another leadership role in allied association
5. Collaboration/professionalism: Demonstrated ability to work well with Board members, volunteers, staff, etc., to achieve results

## **Board Nominating Committee – Composition, Duties**

AIHA is striving to enhance the transparency of the Nominating Committee's formation and function to the general membership. In 2018 the Board agreed to modify the composition of the committee to be more representative across the membership's various demographic segments (such as Fellows, Local Sections, Volunteer Groups, Special Interest Groups, and other Member Classes).

### **Pursuant to Article X (Nominating Committee) of the AIHA's Bylaws:**

#### **"Section 1. Composition.**

The Nominating Committee shall be comprised of not less than three (3) members and the immediate Past President, who shall serve as chair. The Nominating Committee members



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shall be Full members of the Association and shall be appointed to the committee by the Board of Directors based on criteria established by the Board and outlined in [this] **Board Nominations** policy.”

Pursuant to this policy, the Nominating Committee shall consist of the following members:

1. Three (3) standing positions are the immediate Past President (chair), Vice-President, and one (1) at-large director in their 2<sup>nd</sup> or 3<sup>rd</sup> year of office, selected by the Past President. These positions all carry voting rights.
2. Four (4) at-large seats are to be filled by an open-call process, serving staggered terms --Two shall serve a one-year term; the other two shall serve a two-year term to create continuity. All carry voting rights. The Board shall be tasked with reviewing the candidates and selecting these at-large seats from the pool of applicants.
3. AIHA's President, President-Elect, and CEO shall serve in an ex-officio capacity and not be entitled to a vote.

The open-call application shall include language specifying a variety of attributes expected of Board Nominating Committee members, including:

1. Skills, abilities, and time to contribute to the association
2. Leadership (i.e., team player; speak with one voice)
3. Vision for AIHA and the profession
4. Record of professional accomplishments and AIHA volunteer group engagement
5. Good public representative for the association
6. Knowledge of the reputations of emerging leaders within AIHA
7. Commitment to adhering to a Board selections process that respects diversity, equity and inclusion (DEI)

## Section 2. Duties.

The Nominating Committee shall nominate persons as officers and directors of the Association. The Nominating Committee shall present to the Board of Directors two (2) nominees for each vacant director position and two (2) nominees each for the Vice-President and either Secretary-Elect or Treasurer-Elect (depending on the year) not less than ninety (90) days prior to an Annual Meeting of the membership. In making nominations, the Nominating Committee shall consider a series of criteria as referenced in the Association's **Diversity & Inclusion** policy.



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### Section 3. Nomination by Petition.

In addition to nominations made by the Nominating Committee, nominations for officers and directors may be made by petition of not less than two percent (2%) of the members eligible to vote. Each petition must include a letter from the nominee stating the nominee's willingness to stand for election. Such petition must be submitted to the chair of the Nominating Committee not less than one hundred twenty (120) days prior to the Annual Meeting of the membership.

### Section 4. Board Approval of Ballot

The Board may approve or decline the nominations recommended by the Nominating Committee in total or individually by majority vote. A majority vote of a duly constituted quorum of the Board in favor of a proposed director or officer, or slate of directors or officers, is required for placement on the ballot. Available Board Seats

- Vice President (who then automatically moves along to President-elect, President, and immediate Past President)
- Either Treasurer-elect (odd-numbered years) OR Secretary-elect (even-numbered years)
- Two (2) Directors

Refer to Appendix A for a list of position descriptions.

## Evaluation Process of Candidates

Similar to the criteria for serving on the Nominating Committee, candidates for Board service are evaluated based on a collective ranking matrix against various attributes. These include:

1. Skills, abilities, and time to contribute to the association
2. Leadership (i.e., team player; speak with one voice)
3. Vision for AIHA and the profession
4. Record of professional accomplishments and volunteer group engagement
5. Good public representative for the association
6. Demonstrated accomplishments that reflect a commitment to DEI within their agency/career, and how they will help advance the diversity of the Board

Refer to Appendix B for a detailed explanation of the evaluation process.

## Time Commitment

Board Nominating Committee members are expected to allocate approximately ten (10) hours to review Board nominees, engage in the phone interview process, and participate in



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a series of one (1) hour phone calls over the course of about two months. A quorum (majority) of committee members is required for any calls to take place. All members must attend the final call in which the committee reviews the aggregated scoring and selects candidates for the Board membership ballot; this call occurs in mid-December.

## **Enhanced Transparency to General Membership**

To improve communications to the membership, a variety of methods will be deployed, including but not limited to:

- AIHA president columns in monthly Synergist
- References in e-Synergist Weekly
- Revolving banner ads on AIHA website
- Report-outs by Board liaisons during Color Council calls
- References in monthly Quick Takes



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## **Appendix A: Position Descriptions**

### **AIHA VICE-PRESIDENT**

#### **(nomination occurs each year)**

Being an officer or director is an important responsibility with significant career enhancing rewards. On average, the duties of vice-president and president-elect take approximately 20 hours per month, and the duties of the president take approximately 40 hours per month. Duties of the past-president take approximately 20 hours per month.

Election as Vice-President shall set into action the following automatic succession:

- Vice-President: 1-year term. Duties include those delegated by the Board or assigned by the President.
- President-elect: 1-year term. Duties include those delegated by the Board or assigned by the President.
- President: 1-year term. Duties include leading the Strategic Planning meeting and all meetings of the Board.
- Past President: 1-year term. Duties include those delegated by the Board or assigned by the President. The Past President shall also chair the Nominations and Awards Committees.

### **AIHA Treasurer-elect**

#### **(nomination generally occurs in odd-number years)**

Being an officer or director is an important responsibility with significant career enhancing rewards. On average, the duties of treasurer take approximately 8-10 hours per month.

Election as Treasurer-elect shall set in motion the following succession:

- Treasurer-elect: (1-year duration). Duties include support to the Treasurer and any duties as delegated by the Board or assigned by the President or Treasurer.
- Treasurer: (2-years duration). Duties include those outlined in this policy below and delegated by the Board. In the final year of service, the Treasurer will train the new Treasurer-elect.

The Treasurer shall be the chair of the Finance Committee and shall be responsible for the preparation of an annual budget, in conjunction with staff, for approval by the Finance Committee before being submitted to the Board of Directors for final approval. The Treasurer shall present an annual financial report, audited by independent certified public accountants for the Association, at the Annual Meeting of the membership. If required by the Board, the Treasurer shall be bonded for the faithful discharge of duties in such sum and with such surety as the Board shall determine. The Treasurer shall perform all duties



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incident to the office of Treasurer and any other duties as may be from time to time assigned by the President or the Board.

### **AIHA Secretary-elect (nomination generally occurs in even-numbered years)**

Being an officer or director is an important responsibility with significant career enhancing rewards. On average, the duties of secretary take approximately 8-10 hours in the month following an in-person meeting when minutes need to be written.

Election as Secretary-elect shall set in motion the following succession:

- Secretary-elect: (1-year duration). Duties include support to the Secretary and any duties as delegated by the Board or assigned by the President or Secretary.
- Secretary: (2-years duration). Duties include those outlined in this policy below and as delegated by the Board. In the final year of service, the Secretary-Elect trains the new Secretary-elect.

The Secretary shall ensure that minutes of the meetings of the Board of Directors and Executive Committee are recorded and retained in a manner consistent with the Association's record retention policy; ensure that annual reports of committees are filed with the records of the Association; oversee the registration of proxies; supervise the conduct of ballots; assure that all notices are given in accordance with the provisions of these Bylaws or as required by law; be custodian of the records of the Association; and, in general, perform all duties incident to the office of Secretary and any other duties as delegated by the Board or assigned by the President. The Secretary shall serve a two-year term of office.

### **AIHA Director (nominations occur each year)**

Being an officer or director is an important responsibility with significant career enhancing rewards. On average, the duties of director take approximately 5-10 hours per month.

General duties of a board member include:

- Strategic:
  - Represents the membership of the organization
  - Establishes a vision and outlines goals to reach the vision
  - Articulates the mission and sustains the vision
  - Ensures effective organizational planning is in place
  - Enhances the organization's public standing





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- Communicates with AIHA leadership (VG chairs, LS presidents, etc.) about important decisions affecting AIHA
  - Represents AIHA in a professional manner to groups inside and outside of AIHA
  - Creates and sets policy
- Operational:
  - Develops, adopts, and provides direction on strategic plans and budgets
  - Prepares for meetings, votes on ballots between meetings, serves on task forces as assigned
  - Monitors overall operations, including oversight and evaluation of goals achievement
  - Creates and dissolves committees
  - Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals
  - Selects and supports the CEO (chief staff officer)
  - Determines, monitors and strengthens programs, products, education and services
  - Assists in recruiting, orienting and mentoring new board members
  - Partners and communicates well with staff so that each group is doing what it is designed to do
  - Hosts meetings and conference calls around strategic issues



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## **Appendix B: Description of the Evaluation Process**

### **For Board Candidates/Nominators**

Activity	Approximate Timeframe
Announce Call for Board Nominations	Early August
Board Nominations Deadline	Early October
Nominee and Self-Nominated Applications Deadline	Late October
Candidate Interviews	Early November
Nominee Responses for Synergist <i>Candidates' Forum</i> Column deadline	Early December
Nominees notified re advancement to the Ballot	By Year-End
Nomination by Petitions Deadline	Late January
Membership Election	Mid-February to Early March
Results announced to the Membership	Mid-March

### **For Board Nominating Committee (BNC) and AIHA Board**

Activity	Due By
Launch "Open Call" for BNC Members	Late August
"Open Call" Deadline	Mid-September
Board Approval of BNC Members	Late September
<b>BNC Kick-Off Call (#1):</b> Review process, Board nominee submissions received	Early October
<b>BNC Call #2:</b> Review completed Board Matrix and identify gaps; review applications; confirm interview assignments (2 BNC members per interview)	Mid October
Conduct interviews	Late October to early November
BNC scoring submitted and shared with group	By end of November
<b>BNC Final Call (#3):</b> Prepare slate of candidates	Early-December
Board Call to Ratify slate of candidates	Mid-December
BNC Chair calls all candidates regarding outcome of Board vote. Official congratulations and regrets letters are sent to all candidates.	By Year-End



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### Notes on Evaluation and Scoring of Candidates:

1. Click [here](#) to access scorecard. **Link will work only for confirmed Board Nominating Committee members.**
2. Scoring is blind. Staff will remove candidates' names, including names of references, from the applications provided to the BNC.
3. Board Matrix refers to an assessment of skill sets representative of current Board, including those that will be lost by those whose terms are ending. Specific skills may be lacking based on AIHA's current/anticipated strategic priorities. These should be identified by the BNC and incorporated into the evaluation process of interested candidates.
4. Interviews shall be conducted by two (2) BNC members.
5. To help support the blind evaluation process, when drafting interview notes, use neutral pronouns (they, their) only (and not he/him, she/her).
6. Scoring of candidates shall adhere to the 0, 1, 3, 6, 9 rating system.
7. During the evaluation process, should the BNC decline to recommend two (2) candidates for a particular position, the criteria and justification for this decision shall be clearly documented.
8. BNC members shall refrain from disclosing any details about the slate until AFTER the Board has officially ratified appointments.

### Definitions of Evaluation Criteria:

1. **Skills & Abilities to Effectively Contribute to AIHA:** Evaluate candidates based on their strengths in areas such as: strategic thinking/vision, marketing communications/ social media, advocacy, experience with public relations/media, interpersonal skills/emotional intelligence, communication/collaboration skills, leadership development/mentoring, wide network of contacts, international experience, experience driving continuous improvement, lab experience, experience with next generation technology (e.g., machine learning, AI), and outreach to schools,
2. **Contributions to OEHS Profession:** This may reflect contributions to AIHA, other professional societies or trade associations, to one's employer.
3. **Contributions unrelated to the OEHS Profession:** These may reflect engagement with organizations outside the profession (e.g., community/civic organizations)
4. **Effective Public Representation for AIHA:** Experience in and ability to present and communicate the value of the profession to media/press; comfortable in interview situations and in front of audiences.
5. **Other Criteria :** Evaluate each candidate based on interview notes and application materials provided.