

Board Nominations Policy

Approved July 2018; Revised November 2019

SUGGESTED AVENUES TO A BOARD LEADERSHIP ROLE

The Board is always looking for new volunteers who have a passion for AIHA and an innate desire to see it grow and prosper. 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, 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.

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 generally meets four times per year and for New Board Orientation. "In-Between" Board Calls are scheduled as needed.
3. Directors and some officers are assigned Board liaison roles to such groups as Color Councils (groups of Volunteer Groups), national-level committees and other allied groups. For your Volunteer Group assignments, you are expected to attend as many of their meetings as you can during AIHce and participate on their calls throughout the year. In this capacity, you'll be asked to provide a Board update as well as report back to the Board as necessary on their progress vis-à-vis specific project goals.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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 interests and whether you have the time and interest in dedicating yourself to serving the Association.

AIHA BOARD OF DIRECTORS NOMINATIONS PROCESS

AIHA is a relatively large and complex organization. The Board of Directors plays a critical role in the association and is the "face" of AIHA. The Board establishes the organization's strategic direction and goals, and monitors progress toward reaching those goals on behalf of the membership.

Being a Director is an important responsibility with significant career enhancing rewards. The Board meets face-to-face four times a year (late February, AIHce in late May/early June, mid to late July, mid-November (in conjunction with Leadership Workshop weekend), as well as by phone as warranted.

For Officer positions (Vice President, Treasurer-Elect, Secretary-Elect), although not required, prior service as an at-large Director, or previously in another Officer role is strongly recommended. AIHA is a complex organization and having Board experience can provide a critical foundation needed to have a successful and impactful term.

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 performance at the highest level in scientific, industrial, public sector, and/or educational communities
3. A commitment to devote the time necessary to effectively perform Board duties
4. Demonstrated expertise in industrial, environmental or occupational hygiene
5. Prior Board or other 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
6. 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 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.

The three (3) standing positions are the immediate Past President (chair), Vice-President, and one (1) at-large director in his/her 3rd year of office, selected by the Past President. Should the at-large director be unable or decline to serve, the Past President shall select the next senior-most Board member (*excluding the President or President-Elect*). In addition, four (4) at-large seats are to be filled by an open-call process. The Board shall then be tasked with reviewing the candidates and selecting committee members. All individuals shall serve a one (1)-year term and carry voting rights. AIHA’s 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:

- Skills, Abilities & Time to Contribute to the Association
- Leadership Style (i.e., team player; speak with one voice)
- Vision for AIHA, Vision for Profession
- Volunteer Activities
- Professional Accomplishments
- Good Public Representative for the Association

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 give consideration to a series of criteria as referenced in the Association's **Diversity & Inclusion** policy.

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

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 (1-6 with 6 being highest) against the following attributes:

1. Skills, Abilities & Time to Contribute to the Association
2. Leadership Style (i.e., team player; speak with one voice)

3. Vision for AIHA, Vision for Profession
4. Volunteer Activities
5. Professional Accomplishments
6. Good Public Representative for the Association

TIME COMMITMENT

Board Nominating Committee members are expected to allocate approximately eight (8) hours to review Board nominees and participate in a series of one (1) hour phone calls for each process. A quorum (majority) of committee members is required for any calls to take place.

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 QuickTakes

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. The Board meets face-to-face four times a year (late February, AIHce in late May/early June, mid to late July, mid-November (in conjunction with Leadership Workshop weekend), as well as by phone as warranted.

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 3-4 other face-to-face meetings of the Board.

- Past President: 1-year term. Duties shall 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 even-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. The Board meets face-to-face four times a year (late February, AIHce in late May/early June, mid to late July, mid-November (in conjunction with Leadership Workshop weekend), as well as by phone as warranted.

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

- Treasurer-elect: (1-year duration). Duties shall 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 shall 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 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 odd-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. The Board meets face-to-face four times a year (late February, AIHce in late May/early June, mid to late July, mid-November (in conjunction with Leadership Workshop weekend), as well as by phone as warranted.

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

- Secretary-elect: (1-year duration). Duties shall 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 shall include those outlined in this policy below and as delegated by the Board. In the final year of service, the Secretary-Elect will train 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. The Board meets face-to-face four times a year (late February, AIHce in late May/early June, mid to late July, mid-November (in conjunction with Leadership Workshop weekend), as well as by phone as warranted.

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
 - 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