

# Board Nominations Policy

*Approved July 2018; Revised July 2022, August 2024, September 2025*

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. It then monitors progress toward those goals on behalf of the membership.

The Board of Directors seeks volunteers who are passionate about AIHA and committed to its growth and success. AIHA encourages candidates who can advance the Board’s diversity to apply.

## Suggested Avenues to a Board Leadership Role

The following are recommendations for aspiring new leaders to pursue:

- Engage actively in AIHA Volunteer Groups—such as technical committees, working groups, or Special Interest Groups—and seek leadership roles to build your reputation.
- Get involved in your Local Section. Become an elected leader.
- Present at AIHA Connect or other major events. Serving as a subject-matter expert raises your profile within the AIHA community.
- Connect with AIHA Board members to gain insight into Board service by discussing your interests with current or recent Directors.
- Demonstrate leadership in your professional role by moderating or presenting at industry events, publishing, conducting research, teaching, or mentoring future professionals.
- If you are a practicing industrial or occupational hygienist, obtaining the CIH credential is strongly recommended. While not a formal requirement, all current and past Board members have earned this certification. Historically, CIH candidates have been consistently selected over non-CIH candidates.

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

- As elected representatives, officers and directors must uphold the highest ethical standards to ensure the continuous improvement of the association. Board members are expected to represent the interests of all AIHA members, rather than any particular group or their employers.
- 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



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annual conference, mid-July, and mid-November). Additionally, we may schedule calls as needed.

- All new incoming members are expected to attend a two-part virtual Board orientation program, held in April each year.
- Directors and some officers are assigned Board liaison roles for groups such 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 AIHA Connect 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.
- 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.
- AIHA reimburses expenses incurred for participation in Board activities, subject to a pre-approval process for travel. Except for your "home" local section meetings, you should not incur out-of-pocket travel expenses. Employer contributions toward travel costs are appreciated but not required.
- While personal involvement in volunteer groups is commendable, Board members must step back from "active" committee roles during their service to fully focus on Board responsibilities. Consider serving as a "corresponding" (non-voting) member of any volunteer group during your Board term to stay informed without conflicting commitments.
- All Directors are required to sign a Conflict-of-Interest form annually. Concurrent service on the board of a competing association (e.g., ACGIH or ASSE) is not permitted.
- If elected as a director, and based on your performance, you may be invited to run as an officer in the future. Consider your leadership goals and whether you have the time and commitment to serve the Association.

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

Serving on the AIHA Board of Directors is both a significant responsibility and a valuable opportunity for professional growth.

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

In general, desired attributes for Board candidates include:

- A proven record of distinguished service and the potential for continued contributions
- Demonstrated OEHS expertise and exemplary performance in scientific, industrial, public sector, or educational settings
- A commitment to dedicate sufficient time to fulfill Board duties effectively
- Prior leadership experience recognized for advancing AIHA's strategic initiatives, include:
  - Serving as an officer in a local section within the past five years
  - Serving as chair of a volunteer group within the past five years
  - Sustained, active engagement in volunteer groups, the mentoring program, or other Association initiatives
  - Serving on a national task force, advisory group, or strategic focus group on behalf of the Board within the past five years
  - Active participation in AIHA Connect, Leadership Workshop, Future Leaders Institute, or other AIHA programs
  - Significant leadership experience in an allied association
- Collaboration and professionalism: Demonstrated ability to work effectively with Board members, volunteers, and staff to achieve organizational results

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

AIHA is committed to enhancing transparency in how the Nominating Committee is formed and operates for the benefit of its general membership. In 2018, the Board decided to revise the committee's composition to better reflect the diverse demographic segments within the membership, including Fellows, Local Sections, and Volunteer Groups.

## **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."

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

1. Standing positions are the immediate Past President (chair), Vice-President, and one or two at-large directors in their 2<sup>nd</sup> or 3<sup>rd</sup> year of office, selected by the Past President. Each of these members have voting rights.
2. Four at-large seats are to be filled through an open-call process with staggered terms: two members serve one-year terms, and two serve two-year terms to ensure continuity.

All at-large members have voting rights. The Board is responsible for reviewing applications and selecting candidates for these seats.

3. The AIHA President, President-Elect, and CEO serve as ex officio members without voting rights. 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 the unique backgrounds, identities, experiences, and perspectives of the membership (refer to the Cultural Strategy policy for more information)

## **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.

## **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.



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## 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/virtual interview process, and participate in 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. Attendance is mandatory for the final call, during which the committee reviews aggregated scores and selects candidates for the Board membership ballot. This final call takes place in early December.

## **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. The 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 even-numbered years)*

On average, treasurer duties 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 supporting the Treasurer and any duties delegated by the Board or assigned by the President or Treasurer.
- Treasurer: (2-year 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 chair the Finance Committee and shall be responsible for preparing an annual budget, in conjunction with staff, for approval by the Finance Committee before submitting it 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



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as may be from time to time assigned by the President or the Board.

## **AIHA SECRETARY-ELECT**

*(nomination generally occurs in odd-numbered years)*

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-year 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)*

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
  - Communicates with AIHA leadership (VG chairs, LS presidents, etc.) about important decisions affecting AIHA



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- 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**

| <b>Activity</b>                                                          | <b>Approximate Timeframe</b> |
|--------------------------------------------------------------------------|------------------------------|
| Announce Call for Board Nominations                                      | Early September              |
| 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**

| <b>Activity</b>                                                                                                                                       | <b>Due By</b>                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Launch "Open Call" for BNC Members                                                                                                                    | Early September                |
| "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 about the outcome of the Board vote. Official congratulations and letters of regret 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)



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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.