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AIHA Representatives/Alternates to Consensus Standards Setting Bodies: General Requirements

Approved: December 2020; Updated May 2021

Purpose: AIHA representatives and alternates to consensus standards-setting bodies support the interests of AIHA during the development of the consensus standards.

AIHA Representative Key Responsibilities:

- Participates in the scheduled meetings of the consensus standard body/group, which may be face-to-face or virtual
 - Use technical expertise to develop draft language, review draft versions of the standard and provide editorial comments, as needed
 - Vote to approve or disapprove the standard document
- Consults with the Standards Advisory Panel (SAP) and relevant AIHA Volunteer Groups (VGs) regarding possible problems and AIHA's general position
- Reports annually to SAP regarding the results of the standard activities
- Promptly communicates to the SAP any development or direction within the body/group that indicates a significant change in direction, policy, or any overall aspects that affect AIHA
- If applicable, discloses any conflict of interests during the representation

AIHA Alternate Key Responsibilities:

- Participates with the consensus standard body/group the same as the representative, to the extent allowed by the body/group.
- Casts a vote on behalf of AIHA in the event the representative is unable to vote
- Works with AIHA representative as needed/requested to prepare an annual report to SAP regarding the results of the standard activities (the representative has the primary responsibility to ensure the report is submitted)
- If applicable, discloses any conflict of interests during the representation



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To ensure the effective representation of AIHA interests, representatives and alternates should:

- Identify, with support from SAP and AIHA staff, the relevant VG(s) that are impacted by the standard(s) in which you represent AIHA;
- In coordination with the leadership of the relevant VG(s), establish a communication plan regarding the standards development process;
- Request information from VG(s) regarding their position on a specific standard or any possible conflict of interest;
- Inform the VG(s) leadership if there is a difference of opinion between different VG(s) on a standard's content, or if the representative has an opinion on a standard's content that would differ from the AIHA VG(s) position;
- Inform SAP, relevant VG(s), and AIHA staff about the final decision/resolution of any possible controversies regarding the standard;
 - In a case of unresolved conflict, involve SAP and AIHA staff to assist.

Conflict of Interests

AIHA representatives and alternates are required to complete and sign a [Conflict of Interest Disclosure Form](#), disclosing all potential conflicts of interest that can arise from their representation. This includes:

- Representing other organizations on the same technical standards committee
- Current employment preventing them from representing AIHA objectively
- Other obligations or interests that might interfere with their ability to represent AIHA objectively

All AIHA representatives/alternates to technical standards committee may sign only once upon appointment (but are expected to update their form if conflicts arise over time).



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Benefits

- Being a leading professional, representing AIHA and all the profession during the development of the important consensus standard documents
- Recognition on the AIHA website and in the published standard (if applicable)
- First-hand information about the standard development; collaboration with the most prominent experts on the field
- Contributing to AIHA's involvement in consensus standards-setting activities and ensuring that IH/OEHS interests are represented
- Earning professional certification maintenance points (if applicable)

Time Commitment

- Three-year term
- Up to 100 hours annually

Qualifications

- Current AIHA member in good standing
- Demonstrated expertise in an area related to standard project
- Experience in consensus standards

Note. Other qualification requirements may be set up by AIHA and standard developing bodies

Contact

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