Volunteer Groups Handbook

The AIHA volunteer community is the lifeblood of the Association and the first line of defense in achieving our mission and vision.
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Introduction

AIHA is committed to supporting the formation and operation of volunteer groups of members who organize to advance the science and practice of occupational and environmental health and safety (OEHS), and thus the interests of AIHA and its members. Member groupings, broadly referred to as Volunteer Groups (VGs), may take the form of technical or administrative committees and working groups, special interest groups (SIGs), advisory groups, task forces and other project or work teams at the discretion of the AIHA Board of Directors (Board).

These VGs serve multiple purposes, including facilitating networking and information exchange among AIHA members; to develop new products, services, and activities for educational purposes; to draft guidelines for best practice; to develop statements that contribute to public policy debates; to collaborate with other allied groups/institutions and/or to pursue other activities deemed appropriate by the Board. This document provides an overview of the policies and procedures governing the many types of VGs.

As the adage says: “Together Everyone Accomplishes More (TEAM)”

<table>
<thead>
<tr>
<th>Volunteer Group Type</th>
<th>BOD Approval to Form?</th>
<th>Membership</th>
<th>Board Liaison Role?</th>
<th>Board Member Serves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory Group (LSAG in Bylaws)</td>
<td>Yes</td>
<td>May include non-members (Chair shall be an AIHA National member)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Task Force</td>
<td>Yes</td>
<td>May include non-members (Chair shall be an AIHA National member)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Panel (e.g. Standards Advisory, Academic Accreditation)</td>
<td>Yes</td>
<td>AIHA National members only</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Committees: Technical, Prof Dev, Internal Ops (Finance Cmte in Bylaws)</td>
<td>Yes</td>
<td>AIHA National members only</td>
<td>Yes (through Color Councils)</td>
<td>No</td>
</tr>
<tr>
<td>Working Group</td>
<td>Yes</td>
<td>May include non-members (Chair shall be an AIHA National member)</td>
<td>Yes (through Color Councils)</td>
<td>No</td>
</tr>
<tr>
<td>Special Interest Group</td>
<td>Yes</td>
<td>AIHA National members only</td>
<td>Yes (through Color Councils)</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Team (e.g., Body of Knowledge / Structural Framework)</td>
<td>No</td>
<td>May include non-members (Chair shall be an AIHA National member)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Board Working Group</td>
<td>Yes</td>
<td>Board members, and as necessary AIHA National Members.</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Establishment and Dissolution

Pursuant to AIHA’s Bylaws, the Board authorizes the establishment of most VGs and other national level standing committees and advisory groups (e.g., Nominating Committee, Content Priorities Advisory Group). The Board may sunset any group in this category that no longer performs at an acceptable level, whose activities or subject matter are no longer relevant, or at the request of the group. Any group that may fall into this category will be given the opportunity to course-correct prior to sunsetting the group.

Since task force work may be short-term in nature, these groups do not necessarily require formal Board approval.
to be established or sunset. Instead, approval may be at the discretion of the AIHA President.

The Board is responsible for evaluating the activities of the various types of groups each year to assess performance and ongoing sustainability. The Board Liaison and/or staff liaison assigned to that committee is responsible for representing the committee’s interests to the Board and relaying relevant information from the Board to their group.

**Values for Volunteer Engagement**

- Volunteer involvement is vital to a just and democratic society. It fosters civic responsibility, participation, and interaction.
- Volunteer involvement strengthens communities. It promotes change and development by identifying and responding to community needs.
- Volunteer involvement mutually benefits both the volunteer and the organization. It increases the capacity of organizations to accomplish their goals and provides volunteers with opportunities to develop and contribute.
- Volunteer involvement is based on relationships. Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.
- AIHA recognizes that volunteers are a vital human resource. AIHA is committed to the support and success of the volunteer community.
- Volunteers make a commitment and are accountable to AIHA. Volunteers will act with respect, responsibility, and integrity.

**AIHA Policies**

AIHA maintains a comprehensive library of policies, including those referenced below. Policies are living documents and regularly reviewed and updated when necessary. Most pertinent to our VGs, these include:

- Antitrust Guidelines
- Diversity, Equity, and Inclusion (DEI)
- Membership Ethic Principles
- Membership and Volunteer Code of Conduct
- Public Relations Policy
- Record Retention and Destruction Policy
- Social Media Guidelines

For more information, visit [https://www.aiha.org/aiha-policies](https://www.aiha.org/aiha-policies).

**AIHA Volunteer Group Record Retention**

AIHA maintains a Record Retention and Destruction Policy which identifies key records and describes the retention periods and responsibilities of the AIHA staff, volunteers, officers, directors, committee members, and outside advisors and consultants for retaining and periodically destroying such records.

Specific to VGs:

<table>
<thead>
<tr>
<th>Type of VG Record</th>
<th>Retention Period</th>
<th>Responsibility</th>
<th>Where Maintained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reports</td>
<td>Permanent*</td>
<td>Staff</td>
<td>VG Room: Catalyst or SharePoint</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>Permanent*</td>
<td>VG Leadership</td>
<td>VG Room: Catalyst or SharePoint</td>
</tr>
<tr>
<td>Membership Lists</td>
<td>10 years</td>
<td>Staff</td>
<td>AIHA Database</td>
</tr>
<tr>
<td>Correspondence (General)</td>
<td>5 years</td>
<td>Staff</td>
<td>VG Room: Catalyst or SharePoint</td>
</tr>
<tr>
<td>Correspondence (Legal)</td>
<td>Permanent*</td>
<td>Staff</td>
<td>VG Room: Catalyst or SharePoint</td>
</tr>
</tbody>
</table>

*Following dissolution of any VG, retain for additional 7 years
AIHA Code of Conduct for Members and Volunteers

The Code of Conduct summarizes the behaviors expected of members and volunteers representing AIHA in any forum, mailing list, public meetings, or private correspondence.

When working together, members or volunteers should always be mindful of how their actions (i.e., verbal or written) or contribution may affect colleagues, peers, and the Association. Individuals may not always agree, but disagreement is no excuse for poor behavior or poor manners. Avoid becoming involved in personal attacks or repetitive arguments. Abusive language or actions, including any form of harassment, peer pressure, intimidation, or bullying will not be tolerated. Additionally, members or volunteers will not discriminate against another member, volunteer, or staff and will be respectful of ethnic, national, political, religious, cultural, and other differences.

Members or staff may file a formal complaint via the AIHA’s online Complaint Form. AIHA cannot guarantee that individuals will remain anonymous throughout the course of the investigation; however, AIHA will do our best to protect the individual’s anonymity. In some cases, the Association will need to disclose an individual’s identity, but will make the individual(s) aware of this before doing so.

AIHA staff will work with the AIHA Board of Directors and/or any relevant AIHA parties to resolve any issues or violations of the Code of Conduct in a professional and timely manner. If issues or violations of the Code of Conduct are persistent or egregious, the member or volunteer may be required to leave any volunteer position(s) and may be precluded from serving in volunteer roles in the future. Furthermore, and pursuant to AIHA’s Bylaws, should an individual behave in such a manner “deemed by the Board of Directors as injurious to the reputation and standing of the industrial hygiene profession or occupational and environmental health and safety profession or the Association”, the individual may be subject to due process and expelled by a “two-thirds vote of the Board present and voting at a duly constituted meeting.” If any person is thought to have violated civil or criminal law, the person may be reported to the appropriate law enforcement agency.

NOTE: For any claims of CIH ethics violations, refer to the Board for Global EHS Credentialing (BGC): https://gobgc.org/ethics/. The Executive Committee may defer taking any action until BGC has completed its investigation.

Member Ethical Principles

AIHA is a nonprofit voluntary professional membership association dedicated to the advancement of the field of industrial hygiene and the protection of occupational and environmental health and safety. AIHA supports quality professional standards and practices and expects members to meet such standards.

In support of these important purposes, AIHA promotes ethical professional practices and strongly encourages members to understand ethical responsibilities. As a matter of professional competence and public confidence, members are expected to conduct themselves consistent with applicable ethics standards, including those of BGC.

Accordingly, AIHA has adopted member ethical principles to guide the members, support the profession, and protect health and safety of workers and their communities.

Legal and Ethical Guidelines

Particularly with a volunteer association, great care must be taken to protect against the appearance of legal or ethical improprieties. For these reasons, VGs may suggest vendors, suppliers, or consultants, but staff will follow through with a basic procurement process in determining final vendor, suppliers, or consultant. Staff will also handle any necessary negotiations based on what is fair market value for the work (product or service) to be performed.

If the AIHA Board approves the proposal, the CEO, with the input of the appropriate staff, will procure the appropriate resources. All approved expenditures and subsequent purchases or expenses are the responsibility of
the AIHA staff, not the VG or task force.

AIHA staff will procure the needed and approved goods and services in accordance with ethical standards, good accounting practices, and all other requirements as specified in the articles of incorporation and bylaws of the Association.

**Conflict of Interest**

All AIHA volunteer members must have a current Conflict of Interest (COI) form on file. Committee members only need to submit a COI form once until potential conflicts change. Once a year, all committee members will be contacted and asked to update their form if any changes have occurred since the previous submittal. This form is now linked to your AIHA member profile (login required to access).

**AIHA Strategic Plan**

Our Strategic Plan reflects the total enterprise, which includes our three LLCs, two foundations, local sections, and the Product Stewardship Society. The Strategic Plan includes metrics that measure success (key performance indicators, or KPIs), most of which are tracked by the AIHA Board throughout the year. KPIs can help the board and staff identify where course corrections need to be made. For more information about our Strategic Plan, mission, vision, and core values, click here.

**Content Development**

AIHA’s mission includes providing cutting-edge educational and training resources that help members protect and improve occupational and environmental health and safety (OEHS). As we are constantly looking for new content creators that can provide well-informed, well-written information to our audiences, we invite VGs to submit their content ideas. All project ideas must be submitted to the AIHA’s Content Portfolio Advisory Group (CPAG), which is tasked with reviewing the idea, subsequently submitted to the Board of Directors for formal approval. Creating content with AIHA provides great opportunities for professionals and students to publish creative intellectual works; nurture the skills that new creators need for success; cultivating their professional development. To learn more, visit https://www.aiha.org/get-involved/aiha-content-channels.

AIHA maintains partnerships (both formally prescribed via Memorandums of Understanding and informally). Some projects may be undertaken in collaboration with allied associations. To learn more, visit https://www.aiha.org/about-aiha/aiha-partnerships.

**Copyright Guidance**

The AIHA Copyright Guidance Document helps those who create content for AIHA—including published articles, webinars, professional development courses, and presentations—understand critical terms and concepts related to copyright and intellectual property and the obligations of content creators under U.S. law. This resource also includes sections on obtaining permission, citing resources, and using materials in the public domain.

**Volunteer Group Leadership and Succession**

NOTE: This Section applies to those VGs that are a part of our seven (7) Color Councils. Other types of groups exist and may not necessitate the need for as formalized a leadership structure.

A steering group (otherwise addressed herein as “officers”) with voting privileges will govern each committee, working group, or SIG and consist of the following positions. All individuals interested in serving as volunteer group officers must be AIHA National members in good standing.

Positions are as follows (listed in the order that members generally pursue officer experiences):

- Secretary-Elect (not a required but encouraged position)
- Secretary
In addition, for some committees, special Project Team Leaders may be appointed by the respective group Chair, with input from committee members once a project is approved by the Board.

The elected and succession positions of Secretary-Elect, Secretary, Vice-Chair, and Chair are normally a one-year term, commencing at AIHA Connect. The R&D Officer may serve more than one term dependent upon the scope of work. Should no one volunteer for the R&D Officer position, it defaults to the Past Chair as their assignment. VG members may vote to petition the Chair to allow two-year terms. No extension beyond a two-year term is allowed. VGs are expected to elect a secretary for the upcoming calendar year prior to their annual meeting, held at AIHA Connect, or no later than June 30.

Upon completion of the term as Chair, members are recognized as Past Chairs for a period of one year unless a two-year term is instituted (see paragraph above). Upon completion of the term of a Past Chair, the individual is eligible to be considered for general VG membership.

For information on each of the Officer roles, refer to Appendix A.

The succession plan for officers is as follows:

- One (1) year term for all officers and the rotation is from AIHA Connect one year to the next.
- The succession chain/officer rotation will be from the Secretary-elect to Secretary to Vice-Chair to Chair to Past Chair.
- The Secretary is an elected position. Nominees for Secretary are to be volunteer group members in good standing and are elected to serve for the upcoming calendar year during the VG’s annual meeting.
- To maintain best practices in volunteer management, officers should participate in training and leadership development as provided by AIHA.
- Each officer is responsible for working closely with their successor to ensure that the individual is fully prepared to fulfill roles and responsibilities.
- Officers should conduct mentoring and training to develop future VG leadership.
- Vacancies in any officer ranks can be addressed by the officers through self-nomination, nomination of other VG members, or held vacant should no one step forward until the next due date for cycling officer positions.

Volunteer Group Member Types

AIHA maintains the following classes of membership: Full, Emeritus, Student, Honorary, Organizational, and International. Any individual member may serve on VGs. Student and honorary members may not vote on committee issues.

All VG members must be current AIHA national members in good standing EXCEPT working groups, task forces, and some advisory groups. These specific groups may have non-member participation based on the current body of work and expertise required. All nonmembers will be classified as Corresponding members and will not be eligible to earn BCG CM points.

Each year the Secretary confirms the VG members for the coming year through submission of the roster to the group’s Board Liaison and staff liaison, as well as status (i.e., active, or corresponding). Within any VG, any working groups or project teams formed must be led by national AIHA members.
Within our VGs, there are two participation levels: **Active** and **Corresponding**:

- **Active Members**: Must be national AIHA members in good standing and actively participate in the scope/body of work of the VG. Active members are eligible to vote on VG events, projects, elected positions, and other activities maintained by the VG. Inactivity will result in Active status converting to Corresponding, with no eligibility to earn BGC certification maintenance (CM) points that may be applied towards one’s certification.
  - **BCG CM Points**: The Chair and R&D Officer are each awarded 1.0 point per year and the remaining members are awarded 0.5 points per year by BGC for active VG service. Should a Past Chair assume the role of R&D Officer, they will be awarded 1.0 point per year.
- **Corresponding Members**: Except for working groups, must be current AIHA members in good standing and are provided with updates of VG activities. Corresponding members are NOT eligible to vote on VG events, projects, elected positions, or other activities maintained by the VG.
  - **BCG CM Points**: Corresponding status is ineligible to earn BCG CM points.

The primary responsibility of VG members is to support the mission and goals of the VG by accomplishing specific assignments within the time frames and within the budget agreed to with the Chair. VG members are accountable to the Board through the Chair.

Except for internal operations committees and advisory groups, AIHA members may join a volunteer group at any time by requesting participation through AIHA staff or by completing this [form](#). This form is routed to our Membership Department and our association database is updated accordingly. When an individual is added to a volunteer group, they will be assigned as a Corresponding member and a notification email will be sent to the officers. Active status is achieved by participating in VG projects.

**Volunteer Group Roster**

A VG’s membership roster is the official list of its members. At the beginning of each new cycle following AIHA Connect, the VG roster is updated by staff with verification by each VG secretary. It shall be updated no later than **July 30**. This allows sufficient time to update the member database and the Catalyst community. This timing is critical as a delay can impact a member’s ability to obtain certification maintenance points. The rosters are updated annually as CM points are granted for actively serving a full year term.

**Board & Staff: Roles and Responsibilities**

For each VG, the AIHA President appoints Board Liaisons, who function as the main line of communication between the Board and the VGs. The Board Liaison encourages and supports the activities of the assigned VGs and ensures that they function within established guidelines. Whenever possible, Board members retain their assignments throughout their tenure. They also assist in the transition of their VGs to new Board Liaisons, as needed, due to changing assignments or their rotation off the Board. Routine oversight by the Board and CEO helps to ensure that no artificial barriers or bureaucratic structures arise. Administratively, all VGs are serviced by the Membership Department.

Specific responsibilities of Board Liaisons include the following:

- Inform VG Chairs of the Board member’s appointment and liaison role.
- Apprise VG Chairs of relevant short and long-term AIHA goals.
- Advise VG Chairs of other, same color council, VG initiatives where input / collaboration opportunities may exist.
- Assist in the establishment of objectives and time frames for the year.
- Review and recommend (or not) VG projects via the Content Portfolio Advisory Group process.
- Represent the assigned VGs’ viewpoints and interests on specific issues at Board meetings, when requested to do so.
- Communicate with VGs following any Board action affecting them.
- Meet with VGs at least annually and maintain communications with VG Chairs, the Board, and relevant staff.
- Ensure that VG rosters, annual reports, and VG special project request budgets are prepared and submitted on time.
- Review the annual report and self-evaluation and the progress of VG goals and objectives.
- Nominate VGs for Outstanding Volunteer Group Awards.
- Provide a transition file (generally via SmartSheet) on current/pending activities of VGs for use by a newly assigned Board Liaison.
- Ensure that VG members receive proper recognition for their service.
- Work with struggling VGs for course correction and/or recommend sunsetting non-productive VGs.

Staff Liaisons work with the Board Liaisons and VG officers to support, encourage, and catalyze the work of the VGs. They track reports developed by the VGs, maintain files for VG activities, and ensure that other administrative needs of the VGs are met. Copies of all information required by national AIHA headquarters should be sent to the attention of the appropriate Staff Liaison. Some of the ways in which the Staff Liaison provide support to VGs include the following:

- Maintain email addresses and sending announcements from headquarters.
- Arrange the logistical aspects for virtual VG meetings and participating in the meeting as appropriate.
- Assist in maintaining communications between the VG chair, VG members, and Board Liaison.
- Obtain reports or other historical information retained in the VG file at Headquarters.

VG officers and members should expect to receive information throughout the year from their Staff Liaison and should not hesitate to contact them with requests for assistance when needed.

**VG Activities and Performance Evaluation**

The work and contributions of AIHA VGs vary widely across a range of administrative and technical activities. Therefore, no single or rigid set of performance criteria can be applied to define success or capacity to evaluate VG performance or contribution to the Association and the profession. The Board has established guidelines to help define the performance expectations of VGs.

The following are **required activities** to be performed each year:

- Conduct activities in accordance with relevant AIHA policies, procedures, and priorities.
- Conduct at least one annual meeting per year, to be scheduled pre, during, or post AIHA Connect either in person or virtually, or as a hybrid meeting.
- Maintain appropriate records of all meetings, including minutes and a list of all participants, to be uploaded to the volunteer group Catalyst or SharePoint community page. Draft minutes should be changed to “Final” when formally approved.
- Fulfill administrative and reporting requirements outlined in the VG annual calendar. These requirements include preparation and submission to AIHA staff of:
  - Validation of the AIHA staff-maintained Roster, including officers of the committee, project team and the corresponding members’ names
  - Annual funding requests supporting projects and done through the CPAG proposal process
  - Annual Report (deadline January 31)
  - Nominating submissions of individuals for AIHA Named Awards, VG awards, and AIHA Fellows per schedules as published by staff
  - Copies of all meeting minutes, including a list of all participants, officers, project team members, and guests
  - Completion of surveys and self-evaluation of performance when requested by AIHA staff or board members
  - Attendance and participation in the annual Leadership Workshop by the Secretary or an alternate if the Secretary is not available
  - Transfer of any VG records not uploaded to the VGs Catalyst library to succeeding leaders and members.
  - Regular communication with VG members, staff liaison, and the Board Liaison of VG activities.
  - Tracking and reviewing VG sponsored or authored products such as frameworks, whitepapers, technical guides on a frequency not to exceed five years. The review shall be documented in response to CPAG notice of document renewals as tracked by AIHA Staff Liaison to your VG.
These responsibilities are applicable to all VGs and are required administrative activities. Fulfilling them is essential to the orderly functioning of the volunteer group and the Association. The VG calendar, published annually each February to the VG Officers Catalyst community library, includes all due dates for these activities.

The major “outcome” measures of success summarized below include educational materials and activities for the profession, written technical guidance, and public policy positions. VG success is also measured by such activities as fostering networking among members and other aligned VGs and Local Sections (LS), reaching out to new members and younger professionals, mentoring, public and government relations activities, and development of new leadership skills. Within these broad parameters, specific measures of performance for each VG are determined by agreement among each VG’s leadership, its staff liaison, and its Board Liaison via the VG Project Dashboard. VG Project Dashboards are maintained in SmartSheet.

For more information on management best practices, refer to Appendix B.

For detailed information on such activities as preparing and holding meetings, and funding requests, refer to Appendix C.

Next, the following list contains suggestions for VG-related activities and projects that have been shown to provide a benefit to the Association and the OEHS profession. When the Board evaluates a VG’s performance each year, weight is given to the number, quality, and complexity of the activities and projects the VG has undertaken and/or completed.

- Develop educational content for AIHA Connect, e-learning, road courses, etc.
- Develop publications, guidelines, fact sheets, white papers, best practices, or other media, in accordance with the content priorities, for advancing the profession.
- Actively support government relations projects/activities at the state and federal level.
- Support public relations projects/activities.
- Consider creating a volunteer group named award.
- Present testimony at public, technical, or other hearings.
- Gather and submit responses to requests for comments regarding technical or policy issues published by agencies, consensus organizations, and others.
- Serve as a liaison to other organizations or associations.
- Work with other institutions (official liaisons) to develop products or services useful to AIHA members and the profession.
- Publish articles in the JOEH or The Synergist.
- Post blogs to the Synergist NOW and/or Catalyst.
- Provide technical assistance and review when requested by AIHA staff.
- Evaluate existing content under CPAG process.
- Work in conjunction with CPAG to identify and assist in addressing and/or tracking issues of future importance to the profession.
- Engage in other activities that benefit the association, the members, and/or profession.

**AIHA Liaisons to Allied Groups**

The AIHA President may appoint a national AIHA member to serve as a member of, or official AIHA representative or liaison to, an outside national committee (such as an accredited ANSI committee). The official liaison should be selected from the relevant VG. If the outside committee has relevance to more than one AIHA VG, the appointed liaison is to discuss items of concern with the leadership of each relevant VG. The liaison is accountable to the relevant AIHA VGs, the Board, and the Association. A report of activities is due to the President in April of each year from the liaison, with a copy to the sponsoring Committee Chairs, Board Liaisons, and Staff Liaisons.

**AIHA Standards Activities**

This section covers the role VGs may play in supporting consensus and other standards development activities. NOTE: AIHA is no longer a Standards Developing Organization but may have representation to others developing
standards.

Under the auspices of the AIHA Guideline Foundation, the Standards Advisory Panel (SAP) is responsible for making prioritized recommendations regarding AIHA’s involvement in consensus standards-setting activities to ensure that OEHS professionals are represented in the advancement of both the profession and professional practice.

The goals for AIHA standards development activities are:

- Ensure that AIHA obtains and maintains an appropriate level of involvement or leadership in OEHS related standards globally.
- Encourage broader participation by AIHA in the development of international OEHS standards while supporting and strengthening the existing domestic standards development efforts.
- Support the development and harmonization of national and international OEHS standards within the boundaries of protecting workers and their communities from harm due to natural and man-made hazards.
- Provide a forum for AIHA members to provide meaningful input into the standards development process.

AIHA appoints representatives and alternates to consensus standards setting bodies that support the interests of AIHA.

If an AIHA member is a member of an outside committee but was not appointed to it by AIHA, the member is to ensure that their opinions are not construed to represent positions of AIHA. It is proper, however, for a member in such a position to convey established views of AIHA (e.g., those in existing position papers).

To learn more, visit https://www.aiha.org/get-involved/aiha-guideline-foundation/standards-activities.

To Request for Evaluation of a Consensus Standard, please fill out a form here.

**AIHA Principles of Good Practice**

Launched in 2022, this initiative documents a concise, easy-to-use summary of the recommended principles of good practice for the professional practice of OEHS that incorporate best risk management practices whenever feasible. Principles of Good Practice are defined as minimum conduct of practice and performance established for a particular profession or function. They differ from competencies, which pertain to what we know (e.g., CIH rubrics), to focus on the performance of what we do.

VGs may be asked or elect to contribute content by the Principles of Good Practice Advisory Group. For more information, visit https://www.aiha.org/get-involved/volunteer-groups/advancing-the-science-and-practice/principles-of-good-practice. Volunteer groups retain discretion to act to advance a principle of good practice topic or reject such requests.

**Annual Report**

The Annual Report is the chair’s official account of the activities and accomplishments of the VG. Preparation of this report allows the VG to evaluate its performance and institute continuous improvement practices. The report also helps to ensure that the work of the VG is recognized and understood by the Board, and that the VG’s work can be placed in the context of AIHA’s mission, vision, strategic goals, and content priorities. All VG chairs are to submit their Annual Reports via the online submission portal by January 31. The report should include all activities worked on and/or completed in the calendar year. This piece of information is key for the determination of the annual Outstanding Project Team Awards.

**Volunteer Group & Member Recognition**

AIHA volunteers are generous with their time, talent, and expertise in the development of education, programs, products, and services that support the OEHS profession and advance the AIHA mission. By celebrating and reflecting upon the altruistic spirit of the volunteer community, we strive to recognize our committed volunteer leaders who make it all possible.
**AIHA Named Awards:** AIHA Named Awards recognize and celebrate the accomplishments and contributions of OEHS professionals of all career stages, who have demonstrated a commitment to preserving, advancing, and ensuring worker health and safety in the workplace and communities around the world. For a complete listing, visit [https://www.aiha.org/about-aiha/awards-and-opportunities/named-award-winners](https://www.aiha.org/about-aiha/awards-and-opportunities/named-award-winners).

**AIHA Volunteer Group Awards:** In 2021, the AIHA Board agreed that each AIHA volunteer group should have the option to establish its own named award. Recipients will receive a certificate of recognition, to be presented at the group’s annual business meeting, typically held in conjunction with AIHA Connect. To learn more, visit [https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards](https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards). Refer to Appendix D for process-related information.

**AIHA Project Team Excellence Awards Program:** In 2024, based on the work of a special task force formed by the AIHA Board, the association replaced its former STAR awards with its Project Team Excellence Awards Program. The aim of this project was to enhance visibility across the five strategic domains of the AIHA’s Strategic Plan. The program outlines up to five (5) awards annually, recognizing project teams from various volunteer groups, task forces, and advisory groups. For more information, visit [https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/uploads/AIHA-Volunteer-Groups-Awards-REV-2024-Final.pdf](https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/uploads/AIHA-Volunteer-Groups-Awards-REV-2024-Final.pdf).

**Additional Web Resources**

When you commit to a cause passionately, you are doing something remarkable, which is the first step in changing the world. AIHA volunteers do great and wonderful things to advance the profession and change the world. We hope you find your VG experience rewarding and this handbook helpful.

Additional web links are provided below:

- **Micro-Volunteering:** As an alternative to serving officially on a VG, there are ways to fit volunteering into even the busiest schedule.
- **Volunteer Groups:** Landing page to get started on your VG experience.
- **Volunteer Groups Bodies of Work:** Access an extensive library of resources developed by AIHA VGs in their areas of specialty on various topics of interest. Here you will find Position Statements, Guidance Documents, White Papers, Fact Sheets and Checklists.
AIHA Members & Volunteers Artificial Intelligence (AI) Responsible Usage Policy

Purpose
This policy establishes guidelines for the responsible use of artificial intelligence (AI) tools by AIHA® members and volunteers in their professional and AIHA-related activities. It aims to ensure AI is used ethically and in alignment with AIHA's mission and values while maximizing benefits and minimizing risks. AIHA supports using human-centered approaches when adopting AI to augment human abilities. By doing so, users can apply AI to help ensure total worker health while increasing innovation, ingenuity, and knowledge in the OEHS field.

Responsible AI Usage:
AIHA members must understand the inherent benefits, challenges, and risks when using AI tools and engage in such activities responsibly. AIHA members are expected to:

- Ensure data protection, privacy, and security and obtain necessary data use permissions to the maximum extent possible.
- Be aware of risks like data breaches, overreliance on AI, and biased outputs.
- Regularly review AI outputs for accuracy, appropriateness, and potential biases.
- Maintain active human involvement in decision-making when applying AI.

AI Ethics
Ethical use of AI is paramount. AIHA members are expected to:

- Be transparent and specific about AI authorship and disclose and cite any AI-generated content.
- Avoid plagiarizing or passing off AI content as solely human-generated.
- Follow the appropriate guidelines regarding the use of AI-assisted content for teaching and learning resources (e.g., peer-reviewed journals, presentations, webinars, articles, etc.).
  
  NOTE: The Synergist magazine and AIHA-owned publications (i.e., books) do not accept AI-generated content.
- Obtain necessary permissions when using copyrighted third-party content or intellectual property (IP) with AI tools.
- Ensure proper attribution when using copyrighted material.

Intellectual Property
AIHA is committed to protecting its IP and that of others. Under this policy:

- Entry of AIHA IP into AI tools is prohibited without express written permission from AIHA senior leadership staff.
- Unauthorized AI-generated derivatives of AIHA IP are not permitted.

Enforcement
Adherence to this policy is crucial. Members shall report any suspected or known misuse of AI pertaining to AIHA-related content, presentations, or publications. Violations are to be reported via the AIHA Code of Conduct online form and may result in disciplinary action.
Appendix A: Role and Responsibilities of Volunteer Group Officers

Chair
The chair is the primary shaper and motivator of a group’s activities. The chair is accountable to the AIHA Board, through the AIHA President and the assigned Board Liaison. Chairs should expect to receive information throughout the year from their staff liaison and Board Liaison and should not hesitate to contact either one with requests for assistance when needed.

Responsibilities include:
- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Conduct officer planning meetings prior to full VG meetings and work with the Secretary to set the agenda topics for discussion.
- Conduct full VG meetings at a published frequency to accomplish the projects taken on by the committee.
- Ensure that accurate records of volunteer group decisions are kept and distributed by the Secretary.
- Monitor the progress of individual assignments and goals and ensure that they are accomplished within the time frame and if applicable, budget, with the Board Liaison.
- Prepare and submit the annual report to the staff liaison.
- Recruit and mentor new members and ensure that they are provided with opportunities to participate in volunteer group activities.
- Support the development of educational programming and product development (e.g., quality PDCs and sessions for AIHA Connect and books/guidelines).
- Execute processes outlined by CPAG for evaluating new content needs, maintaining created content, and responding to requests for project considerations when emerging priorities are adopted that are best served by the mission of the group.
- Execute projects and activities within the allocated time and budget.
- Ensure that the group’s files are maintained (current and complete) and passed on to the incoming Chair within the guidelines of the AIHA Record Retention Policy.
- Adhere to established guidelines and policies when providing oral or written presentations on behalf of AIHA.
- Represent AIHA positions when existing white papers and position statements define them. If the Association’s position on an issue is not clear or no white paper exists, the chair should contact the VG’s Board Liaison for guidance.

Vice-Chair
The Vice-Chair is to support the Chair in VG operations. Responsibilities include:
- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the Staff Liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Assume the role of Chair in the event the Chair is not able to serve.
- Support the Chair in their leadership capacity throughout the year as requested.
- Work with the other officers to develop budget requests for any project-related or other expenditures (e.g., liaison support) anticipated beyond the baseline budget allocation, validate the VG roster for the coming year, and submit these documents to the staff liaison by the deadlines noted on the calendar.
Secretary
The Secretary is to ensure that the VG follows AIHA’s policies and procedures. These responsibilities include:

- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the Staff Liaison and the Board Liaison develop and implement objectives and goals.
- Engage the VG in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Ensure that the minutes of each VG meeting are accurately recorded.
- Ensure that the minutes are approved by the VG, communicated to the members in a timely manner, and posted on the volunteer group website and retained as set forth by the applicable AIHA Record Retention Policy.
- Assist the Chair in tracking VG member activity and project status. Those members listed as active status should be actively engaged in an activity; if not, then status should be converted to corresponding member.
- Have a working knowledge of Roberts’ Rules of Order to assist the Chair in operating effective meetings.
- Attend Leadership Workshop.
- Update the VG SmartSheet application quarterly to maintain accurate projects status.

Secretary-Elect
- The Secretary-Elect is to shadow the secretary to learn the expectations for the following year’s Secretary assignment. The responsibilities include:
  - Attend Officers Planning calls held prior to full VG Meetings
  - Participate at invitation of the officers and specifically the Secretary to learn SmartSheet, Catalyst, and the mechanics of agenda development, drafting minutes and communicating with the VG members.

R&D Officer
The R&D Officer serves as a vital link between their respective volunteer group and the AIHA/ACGIH Defining the Science Initiative (DTS), led by the DTS Advisory Group. Launched in 2021 in collaboration with ACGIH, the DTS initiative seeks to identify research needed to advance OEHS science to address gaps in effective and efficient practice and identify areas where current practice has not kept up with risk-critical scientific findings. Refer to the DTS Members Guide by clicking here.

Each group’s R&D Officer is charged with leading and facilitating, but not necessarily performing, the following tasks, which support the national research agenda:

- Review and refine research project submissions
- Develop research project ideas in the web portal
- Review barriers to practice and suggest guidance documents, courses, and other resources that would help reduce these barriers.

In addition, the R&D Officer assists the DTS Advisory Group in matching:

- Potential research projects with researchers and funding
- Research projects with practitioners and workplaces
- Research results with practitioners

R&D officers receive 1.0 CM point for CIH certificate maintenance each year (equivalent to the Chair officer position) from the Board of Global EHS Credentialing.

Past Chair
The Past Chair serves as an important link between the VG they chaired and the current volunteer group. The responsibilities of the past chair are to:

- Understand and support the AIHA mission, vision, strategic plan, and content priorities, and with the staff liaison and the Board Liaison to develop and implement objectives and goals.
- Engage the committee in the development of objectives and goals, as well as expectations.
- Maintain awareness of applicable Association position papers and white papers.
- Work with the Chair to identify volunteer group members who are candidates for officer positions.
- Serve as the VG’s primary new member recruiter and mentor.
- In the event no volunteer solicits for the R&D officer, maintain those duties on behalf of the VG.
Appendix B: Project Management Best Practices

Onboarding of New Members

Volunteers are the lifeblood of this organization. Their care and development by VG officers make for engaging and successful promotion of new ideas for the group, candidates for succession planning, and their career success. All VG Handbook content is useful to provide understanding of the AIHA business model. Specifically, they should be provided volunteer group officers listing, expectations for participation, time and date of routine VG calls, the use of Catalyst (and successor platforms) and the use of meeting agenda and minutes to stay informed on current and planned activities.

Introduction to Project Management

Project management is a critical skill for our volunteers, as it enables our members to successfully plan, execute, monitor, and close out various VG projects. In essence, project management involves defining the project’s scope, setting and tracking goals, creating and following a project plan, monitoring progress, making necessary adjustments, and formally closing the project when it is complete.

Introduction to Smartsheet

To help facilitate project management, AIHA uses a tool called Smartsheet. Smartsheet is a powerful platform that enhances team collaboration, allowing for effective communication, task assignment, and progress tracking. As an unlicensed user (i.e. committee officer), you’ll be able to participate in sheets shared with you by licensed users (i.e., AIHA Staff), making it easy to collaborate on projects, update your tasks, and monitor progress.

Best Practices for Using Smartsheet

When using Smartsheet for project management, keep the following best practices in mind:

• **Stay Organized:** Keep all your project information in one place. Use Smartsheet to manage tasks, track progress, and store relevant documents and links related to your project(s).

• **Regularly Update Your Tasks:** Make sure to update the tasks assigned to you regularly. This helps the team stay on the same page and makes progress tracking easier.

• **Communicate within Smartsheet:** Use the comments feature in Smartsheet to ask questions, give updates, and provide feedback. This keeps all project-related communication in one place.

• **Monitor Project Progress:** Review your project’s progress regularly, ideally during team meetings or at set intervals, to ensure that you’re on track to meet your project goals.

• **Do not post recurring activities established due in this Handbook!** Instead, use the occurrence of meeting agenda (monthly or quarterly) to track those items due.

General Project Management Best Practices

Here are some general project management best practices to keep in mind:

• **Define Roles and Responsibilities:** Make sure everyone on the team knows what their roles and responsibilities are. This helps prevent confusion and ensures all tasks are covered.

• **Set Clear and Achievable Goals:** Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). This gives the team a clear target to aim for.

• **Monitor and Update Project Progress Regularly:** Regularly check on how the project is progressing and make updates as necessary. This helps catch and address issues early.

• **Ensure Open and Effective Communication:** Keep lines of communication open. Encourage questions, feedback, and discussion. This helps keep everyone on the same page and fosters a collaborative environment. Utilize AIHA-provided tools such as Smartsheet, email, and video conferencing to facilitate these communications and maintain a continuous, clear dialogue among team members.

• **Manage Risks:** Identify potential risks early on and plan for how to mitigate them. This helps prevent surprises and keeps the project on track.
Project Tasks vs. Operational Tasks
In the context of managing your VG responsibilities, it’s important to understand the difference between project tasks and operational tasks.

**Project Tasks**
Project tasks are the activities that need to be completed to achieve the specific goals of a project. These tasks are usually temporary and have a clear beginning and end. They contribute directly to the deliverables of the project. For example, if you are part of a VG tasked with developing a white paper on a specific topic within the OEHS profession, project tasks might include conducting literature reviews, drafting and editing the paper, coordinating with AIHA staff for review and approval, and finally, publishing and promoting the white paper within the AIHA community and beyond. These tasks should be populated and managed with project members in the Smartsheet application.

When creating a project schedule in Smartsheet, project tasks should be clearly defined and broken down into manageable components. Each task should have a clear owner, start and end date, and status for tracking progress. Dependencies between tasks should also be noted.

**Operational Tasks**
Operational tasks, on the other hand, are the ongoing activities that support the day-to-day operations of the volunteer group. These tasks are typically repetitive and ongoing, without a specific end date. Examples could include weekly team meetings, regular communication with stakeholders, maintaining databases, etc.

Operational tasks may not be included in a project schedule as they do not contribute directly to the project’s deliverables. However, they are essential for the smooth running of the volunteer group and should be managed alongside project tasks. These tasks should be populated and managed with all committee or working group members through the agenda and minutes production process, using the template within this handbook.

**Balancing Project and Operational Tasks**
Balancing project tasks and operational tasks can be challenging but is crucial for the successful management of your responsibilities. When planning your schedule, be sure to allocate time for both types of tasks. Keep in mind that while project tasks often have stricter deadlines, operational tasks are equally important for the long-term success of the volunteer group.
Appendix C: Volunteer Group Engagement, Meeting Preparation, Funding

Volunteer Engagement Best Practices

Engagement of volunteer group members is essential to the success and livelihood of a volunteer group. The most important qualities of a great leader include integrity, accountability, empathy, humility, resilience, vision, influence, and positivity. Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things, they never thought they could. The following are best practices for successful volunteer group leadership:

- Draft and adopt a VG Member Statement that acknowledges the valuable role of VG members and the value proposition of the work — this can be included as a part of the volunteer group Mission Statement.
- Create a trusting environment that ensures open communication, teamwork, inclusion, and respect for diversity.
- Establish an environment where VG members feel they belong and want to stay.
- Take the time to authentically engage VG members from the start by providing orientation (expectations), training, and feedback. Review officers and the annual calendar; review the records retention policy.
- Clearly communicate the vision and mission of the VG often.
- Create transparency when it comes to the roles, responsibilities, and accountability of all VG members.
- Seek feedback and input to define SMART goals and measure success (SMART = Specific, Measurable, Attainable, Realistic, and Time-bound).
- Regularly evaluate goals based on volunteer group involvement; be nimble and flexible to change.
- Start new VG members off small and keep workloads manageable and shared across the VG.
- Communicate progress being made on a regular basis.
- Be prepared so you do not waste people’s time.
- Pivot when there are setbacks or breakdowns, learn from them, and share your learnings with others.
- Provide opportunities for professional and personal growth through mentoring, projects, and activities.
- Celebrate accomplishments big and small.

Volunteer Group Funding Requests

- Funding requests are for work that will be conducted by the VG.
- All VG activities that will require funding must ultimately be approved by the Board before the project is initiated.
- Consider the following:
  - Are the project objectives and deliverables well-defined?
  - Does it bring value to the members, profession, community and/or Association?
  - Does it include the overall costs associated to successfully complete the project?
  - Project lead (and team if possible) are identified, and expectations outlined.
  - Establish a working timeline and include milestone check-in dates.
  - Identify expectations, anticipated impact, and results.
  - Calculate the ROI (to members, association, profession).

The following items do not qualify for volunteer group funding:

- Contracting a third-party to accomplish the scope of work.
- Funding or sponsorship requests from other organizations.
- Publications, tools, and resources that are handled exclusively through the AIHA Marketplace.
- National and international standards setting activities are handled exclusively through the AIHA Guideline Foundation.
- Scholarship(s) on behalf of the group. Scholarships are awarded on an annual basis via the American Industrial Hygiene Foundation (AIHF). Some of the AIHA Local Sections also offer scholarships.
- AIHA Connect symposium, PDC, or other technical session related development or expenses are handled exclusively through the AIHA’s Education and Meetings Departments.
• AIHA Connect related travel, housing, or registration are handled exclusively through the Education and Meetings Departments.

PLEASE NOTE:

• Quality vs. Quantity: Multiple proposals do not increase your chance of funding approval.
• Ownership/Capacity: It is the responsibility of the VG requesting funds to complete the project, not the Board or staff. Make sure there is adequate interest and support within the VG for the project.
• Great Idea vs. Great Proposal: Great ideas do not have to conform to VG funding if AIHA should be involved, let staff know.

Funding Review Process

1. AIHA Staff Liaisons will review the request and make recommendations to approve or deny and the rationale why.
2. If the funding request does not qualify for VG funding, but may be covered by a different AIHA department, the staff liaison will submit the request to that department for review/recommendations/rationale.
3. Content Portfolio Advisory Group (CPAG) reviews and offers its recommendations with supporting rationale (new or updating content must be approved by CPAG prior to any work being initiated).
4. The Board Liaison reviews and offers its recommendation with supporting rationale.
5. Finance Committee reviews, makes recommendations, and offers its rationale.
6. Board Approval -- All Decisions are Final.

Budget Tracking/Expense Processing

VG Chairs are responsible for operating their VGs within the budget approved by the Board and for making sure expenses are reasonable, they are related to AIHA activity, and they are adequately documented with a complete record of expenses, receipts, expense vouchers, and other relevant information.

All pre-approved expenses must be submitted via the AIHA Expense Report Form. The flow for submission and approval of expenses is shown at the bottom of the form. Expense report forms must be submitted to the Chair first (if not prepared by the Chair), who will then route them to the staff liaison. All appropriate receipts should be attached. Submissions should be submitted to AIHA within 30 days of receipt or the close of the event/meeting. Failure to provide timely and accurate submissions may result in rejection of expenditures.
Timing is particularly critical at year-end so that expenses are not carried over to a new budget cycle.

All third-party vendor contracts and payment must be handled by the AIHA staff liaison. No volunteer group officer or volunteer group member has the authority to sign any contracts that make AIHA liable for any product or services rendered. Any relationship with a potential third-party vendor being considered for services must be disclosed immediately.

**Travel and Meeting Expense Policies**

All VGs must adhere to the [AIHA Travel Policies](#) when conducting approved business on behalf of AIHA. All travel (including mode of transportation and lodging) reimbursement must be approved prior to booking any travel.

Travel and hotel accommodation for VG Secretaries are handled at a minimum 30-days prior to the start of Leadership Workshop via the staff liaison. All requested information must be received by the due date to ensure cost-effectiveness. Rental cars fees will not be considered for reimbursement.

No funding is provided in VG budgets for travel of members or invited guests to AIHA CONNECT, other allied organizational conferences/events, or to VG meetings held in conjunction with the conference.

If members traveling at AIHA’s expense opt to stay an extra day to take advantage of the destination/location or an upgrade to an existing reservation, the individual will need to present a form of payment to cover the extended stay or upgrade. All concessions are at the expense of the individual.

**AIHA VG Meeting Procedures**

Except for the annual VG business meetings, all VG meetings will be held virtually throughout the year. The staff liaison will schedule and communicate VG meeting invites. Based on the scope of work of the VG, the Association strongly recommends that volunteer groups meet quarterly at a minimum to sustain engagement of VG members. Board Liaisons will participate based on availability; the AIHA CEO by request and based on availability. A staff liaison will be assigned to each volunteer group and will participate at each VG meeting as appropriate.

In preparation for VG meetings, agendas, minutes, and other supplemental materials should be distributed to the VG members at least one week prior to the meeting. The staff liaison can distribute this information so long as the material is ready one week prior. Staff cannot guarantee last-minute requests.

**Meetings at AIHA Connect**

Dedicated meeting space and refreshments will be provided to volunteer groups who reserve a date/time for a VG meeting via their staff liaison. Travel-related expenses for volunteer group meetings, or special guests at volunteer group meetings, do not qualify for travel reimbursement.

All food and beverage for volunteer group meetings is handled exclusively through the staff liaison; outside food and beverages are not allowed due to contractual obligations with hotels and/or convention center.

The basic guidelines are as follows:

- Food and beverage will be determined by the staff liaison based on type and length of the VG meeting.
- Hors d’oeuvres are acceptable substitutes for formal meals if there is a VG business reason to do so and are limited to VG members who are attending the specific volunteer group meeting.
- Separate volunteer group receptions/alcoholic beverages, unless otherwise pre-approved, will not be provided at AIHA’s expense.
- Expected attendance must be ascertained to avoid paying excessive food and beverage costs; attendance is based on volunteer group members and guests should not be invited to food and beverage functions or offerings without permission.
- Audiovisual requests are limited and are on a first come, first served reservation basis.
- Social gatherings and informal lunches or dinners not related to specific VG business and/or pre-approved will not be covered via Association funds.
Meeting Agenda Development

A clear, current, and consistently formatted agenda will support the engagement of your team. As outlined above in the project management discussion, the agenda attached as a template to this handbook captures the annual schedule commitments supporting AIHA volunteer group management and supports the staff in collecting and organizing information to provide to the board. Critical aspects of the standing agenda should be:

- Teams or Zoom link dedicated to the full committee meeting, and reflecting the standing day of the month so members can get it on their calendars
- Current officers listing so any member can identify whom to contact with questions or a desire to participate in committee affairs
- Call out to new members as they join the committee or workgroup
- New Business EARLY to offer members a chance to voice issues and emergent items proposed to the full committee for consideration
- Project Status items needing support (officers then move as status into SmartSheet as Project updates)
- Pending schedule items due; best to look ahead two months
- Color coding to call attention to the membership for actions due in the agenda (questions, status requests, solicitation of volunteers, etc.
- Balance of Annual Calendar items for future meetings planning

Figure 3:
Sample Agenda*

Meeting Agenda

March 16th, 2023, 4:00 PM to 5:00 PM Eastern Time

Click here to join the Teams meeting:
Or join by entering a meeting ID: 244 042 978 610
Passcode: kpXSng

Or call in (audio only): +1 332-249-0622,,373153799#
United States, New York City; Phone Conference ID: 373 153 799#

Janice Allen provided this Microsoft Teams invitation for the third Thursday at 4 PM through May 2023 via an email on 7/20/2022.

*This figure represents an agenda prepared earlier in time. Some of the embedded links may not work due to updates made since that time.
2022-2023 Officers

<table>
<thead>
<tr>
<th>Past Chair</th>
<th>Celia Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Eltaneice Bolden</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Steve Jahn</td>
</tr>
<tr>
<td>Secretary</td>
<td>Ray Carter</td>
</tr>
<tr>
<td>Secretary Elect</td>
<td>Vicki Fulimeni</td>
</tr>
<tr>
<td>R&amp;D Officer</td>
<td>Joy Erdman</td>
</tr>
<tr>
<td>Board Liaison</td>
<td>Courtney Tinner</td>
</tr>
<tr>
<td>Staff Liaison</td>
<td>Janice Allen</td>
</tr>
</tbody>
</table>

## AIHA Antitrust Statement

Members of AIHA will refrain from any discussion that could provide the basis for an inference that the members agreed to take any action that might restrain trade. An “agreement” among members in antitrust terms is a very broad concept: it may be oral or written, formal or informal, expressed, or implied. This includes the prohibition of any discussion related to the setting or charging of prices for time or materials, dividing markets, etc.

<table>
<thead>
<tr>
<th>Item</th>
<th>Who</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Intro. New Members</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Roll Call</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Approval of February Minutes</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Board Liaison Report</td>
<td>Courtney Tinner</td>
<td>Quick Takes can be found at: <a href="https://www.aiha.org/newsletters/quick-takes-february-2023">https://www.aiha.org/newsletters/quick-takes-february-2023</a></td>
</tr>
<tr>
<td>AIHA Gov’t Relations Report</td>
<td>Eltaneice</td>
<td>Government Relations meeting was held on January 6th, minutes posted to Catalyst</td>
</tr>
<tr>
<td>Research Officer Report</td>
<td>Joy Erdman</td>
<td>R&amp;D Update: AIHA has established a website with capability for committees and others to submit R&amp;D ideas. More info can be found at: <a href="https://app.smartsheet.com/b/form/9646ecf117e14c4b9bbd6313345dc5ce">https://app.smartsheet.com/b/form/9646ecf117e14c4b9bbd6313345dc5ce</a></td>
</tr>
<tr>
<td>New Business #1</td>
<td>Chair Eugene Satrun</td>
<td>The L&amp;M Committee needs motivated volunteers to work with the AIHA Guidelines Foundation Standards of Care (SOC) Team to develop a Standards of Care document for Leadership and Management. Contact any L&amp;MC officer to volunteer and learn more about the initiative at: <a href="https://www.aiha.org/get-involved/volunteer-groups/advancing-the-science-and-practice/principles-of-good-practice">https://www.aiha.org/get-involved/volunteer-groups/advancing-the-science-and-practice/principles-of-good-practice</a></td>
</tr>
<tr>
<td>New Business #2</td>
<td>Celia Booth Joy Erdman</td>
<td>Celia and Joy are working with AIHA staff to develop content that enhances the speaking skills of conference presenters in preparation for AIHce 2023.</td>
</tr>
<tr>
<td>New Business #3</td>
<td>Chair</td>
<td>Review the L&amp;MC mission statement to determine alignment with AIHA strategic objectives.</td>
</tr>
<tr>
<td>New Business #4</td>
<td>Steve Jahn</td>
<td>National Library of Medicine disbanding the WISER emergency response app. Steve reported that ongoing discussions are occurring to determine a viable alternative to app disbandment.</td>
</tr>
<tr>
<td>Project #1</td>
<td>Celia Booth</td>
<td>IHPM Update: Total Worker Health Chapter complete. Finalizing editing and on track to publish before conference. Scheduled for submission to graphic design by Feb 23.</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ongoing project #2</td>
<td>Celia Booth</td>
<td>Peter Sandman project, pending publication as columns in Synergist. A meeting was held on Jan 30 to discuss the developing Catalyst articles, PDCs, and ESs on aspects of the project for conference.</td>
</tr>
<tr>
<td>Project #3</td>
<td>Carl Sall &amp; Celia Booth</td>
<td>Two-part series on cognitive &amp; behavioral psychology and the OEHS profession by Carl Sall published to Synergist.</td>
</tr>
</tbody>
</table>
- Celia working on a column for WIH for the March issue which will have 3 articles for International Women's Day. |
| Speed Dating for Mentors/ Mentees sponsored by WIH – likely to be a post-AIHce virtual event | Joy Jacobsen/ Celia Booth | Co-sponsored by Mentoring and Professional Dev. Comm, facilitated through Qooper mentoring website. Contact Celia Booth to volunteer. |
| Color Council Meeting | Secretary or Chair | No report |
| Fellows Nomination submission | L&M Fellows to lead (Steve and Celia) | Due December 30, 2022; Carl Sall’s nomination submitted 11/23/22 |
| Named Awards submission | Chair/Past Chair | Due January 14, 2023; submitted Kathy Makos for Cummings Award 11/23/22. [https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards](https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards) |
| Catalyst Webpage Review and Update | Secretary | Current as of February 2023. Secretary to follow up with Janice Allen on status of new webpage format. |
| Call for Monitors | Chair | Reminder to all members that Monitors Request will be open DECEMBER 2, 2022 |
| Call for Pop-up sessions at AIHce | Chair | Deadline is January 18, 2023 for anyone interested in submitting a proposal. Carl Sall proposed & had accepted 3 few pop-ups on Resume writing, Interviewing & Negotiating in collaboration with Career & Employment Services Committee. Did GM staff pursue a session on Electric Vehicles? |
| Members Profile and Conduct Update | All VG Members | Due January 10, 2023 all members reminded to act...available all the time, please include photos (“headshots” booth from Phoenix) |
| L&M VG Activities Review (Smartsheet) | Secretary | Due January 17, 2023 |
| L&M VG Annual Report | Chair/Secretary | Due February 3, 2023; Ray submitted on 2/1/2023 |
| Response for Annual Business meeting Date at AIHCE Phoenix | Chair | Due February 3, 2023, Submitted by the Chair. |
| AIHCE 2022 L&M VG E-Brochure Due | Steve Jahn | Due February 18, 2023 – Follow up with Janice on new template |
| Issue Reminder to L&M | Chair | Due February 2023 Reminder to solicit poster reviewers |
| L&M VG Activities Review | Secretary | Due April 8, 2023 |
| AIHCE Business Meeting Agenda | Chair/Vice Chair | Due May 18th 2023 Officers Call (include secretary elect for new member if Bill would prefer to fulfill only Research Officer) |
Student Poster Reviewers

| Student Poster Reviewers | Brian Yellin  
| Ray Carter  
| Corey Woolard  
| Blake Henry  
| David Wynn | Due TBD 2023; Ray submitted names to Janice Allen, AIHA Staff on 1/31/2023 |

| Next Meeting Date | Chair | April 20th at 4 PM ET |
| Adjourn | Chair | Adjourned: |

Meeting Minutes

Meeting minutes are the official record of VG activities and a guide to action. Draft minutes are to be written within two weeks of a meeting and are to be posted to the VG Catalyst community library as well as sent to the Board Liaison and staff liaison. Action items are to be noted, together with the name of the person responsible for each action item. Minutes should be marked “final” upon VG approval (generally at the next meeting).

When a sub-committee is involved, copies of the sub-committee report should be appended to, or included in, the body of the committee’s minutes. Items that are to appear in minutes include a listing of all participants, including guests; a summary of all discussions and decisions reached including approved follow-up actions; all motions and their outcomes; and the results of ballots. Copies of any handouts or other written or electronic materials discussed or distributed at the meeting are to be posted to the VG Catalyst community library as well as sent to the staff liaison and Board Liaison.

Figure 4: Sample Minutes

Meeting Minutes

Date/Time: February 16th, 2023, 4:00 PM to 5:00 PM Eastern Time

2022-2023 Officers

| Past Chair | Celia Booth |
| Chair | Eltaneice Bolden |
| Vice Chair | Steve Jahn |
| Secretary | Ray Carter |
| Secretary Elect | Vicki Fulimeni |
| R&D Officer | Joy Erdman |
| Board Liaison | Courtney Tinner |
| Staff Liaison | Janice Allen |
AIHA Antitrust Statement

Members of AIHA will refrain from any discussion that could provide the basis for an inference that the members agreed to take any action that might restrain trade. An “agreement” among members in antitrust terms is a very broad concept: it may be oral or written, formal or informal, expressed, or implied. This includes the prohibition of any discussion related to the setting or charging of prices for time or materials, dividing markets, etc.

<table>
<thead>
<tr>
<th>Item</th>
<th>Who</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Chair</td>
<td>4:02pm ET</td>
</tr>
<tr>
<td>Intro. New Members</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Roll Call</td>
<td>Chair</td>
<td>Eltanieiece Bolden, Steve Jahn, Ray Carter, Eugene Satrun, David Wynn, Thomas Slavin, Brad Rodgers, Alan Leibowitz, Carl Sall, Shivi Thusoo, Joy Erdman, Michell Coats.</td>
</tr>
<tr>
<td>Approval of January Meeting Minutes</td>
<td>Chair</td>
<td>Approved</td>
</tr>
<tr>
<td>Board Liaison Report</td>
<td>Courtney</td>
<td>Quick Takes can be found at: <a href="https://www.aiha.org/newsletters/quick-takes-february-2023">https://www.aiha.org/newsletters/quick-takes-february-2023</a></td>
</tr>
<tr>
<td>AIHA Gov’t Relations Report</td>
<td>Eltaneice</td>
<td>Government Relations meeting was held on January 6th, minutes posted to Catalyst.</td>
</tr>
<tr>
<td>Research Officer Report</td>
<td>Joy Erdman</td>
<td>R&amp;D Update: AIHA has established a website with capability for committees and others to submit R&amp;D ideas. More info can be found at: <a href="https://app.smartsheet.com/b/form/9646ecf117e14c4b9bbd6313345dc5ce">https://app.smartsheet.com/b/form/9646ecf117e14c4b9bbd6313345dc5ce</a></td>
</tr>
<tr>
<td>New Business #1</td>
<td>Chair Eugene Satrun, Vice Chair</td>
<td>The L&amp;M Committee needs motivated volunteers to work with the AIHA Guidelines Foundation Standards of Care (SOC) Team to develop a Standards of Care document for Leadership and Management. Contact any L&amp;MC officer to volunteer and learn more about the initiative at: <a href="https://www.aiha.org/get-involved/volunteer-groups/advancing-the-science-and-practice/principles-of-good-practice">https://www.aiha.org/get-involved/volunteer-groups/advancing-the-science-and-practice/principles-of-good-practice</a></td>
</tr>
<tr>
<td>New Business #2</td>
<td>Celia Booth, Joy Erdman</td>
<td>Celia and Joy are working with AIHA staff to develop content that enhances the speaking skills of conference presenters in preparation for AIHce 2023.</td>
</tr>
<tr>
<td>New Business #3</td>
<td>Chair</td>
<td>Review the L&amp;MC mission statement to determine alignment with AIHA strategic objectives.</td>
</tr>
<tr>
<td>New Business #4</td>
<td>Steve Jahn</td>
<td>National Library of Medicine disbanding the WISER emergency response app. Steve reported that ongoing discussions are occurring to determine a viable alternative to app disbandment.</td>
</tr>
<tr>
<td>Project #1</td>
<td>Celia Booth</td>
<td>IHPM Update: Total Worker Health Chapter complete. Finalizing editing and on track to publish before conference. Scheduled for submission to graphic design by Feb 23.</td>
</tr>
<tr>
<td>Ongoing project #2</td>
<td>Celia Booth</td>
<td>Peter Sandman project, pending publication as columns in Synergist. A meeting was held on Jan 30 to discuss the developing Catalyst articles, PDCs, and ESs on aspects of the project for conference.</td>
</tr>
<tr>
<td>Project #3</td>
<td>Carl Sall &amp; Celia Booth</td>
<td>Two-part series on cognitive &amp; behavioral psychology and the OEHS profession by Carl Sall published to Synergist.</td>
</tr>
<tr>
<td>Women in IH: PPEC Fashion Show</td>
<td>Joy Jacobsen</td>
<td>- No update on PPEC Fashion Show. - Celia working on a column for WIH for the March issue which will have 3 articles for International Women's Day.</td>
</tr>
<tr>
<td>Event Description</td>
<td>Responsible Party(s)</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
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<td>Secretary</td>
<td>Due January 17, 2023</td>
</tr>
<tr>
<td>Request of AIHA Staff for L&amp;M Themed AIHCE 2023 content</td>
<td>Celia</td>
<td>Around January 30, 2023</td>
</tr>
<tr>
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<td>Chair/Secretary</td>
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<td>Next Meeting Date</td>
<td>Chair</td>
<td>March 16th at 4 PM ET</td>
</tr>
<tr>
<td>Adjourn</td>
<td>Chair</td>
<td>Adjourned: 4:53pm</td>
</tr>
</tbody>
</table>
Appendix D: Volunteer Group Awards

Establishing a New Volunteer Group Named Award

For those volunteers groups that have never developed an award, consider the following:

- Business purpose:
  - Is there a need for this award?
  - What is the significance of the award to the recipient?
- Define performance targets and qualifying criteria. Suggested approaches include:
  - Dedication to the development and delivery of products and services that advance the profession and practice.
  - Contribution to a body of work that has advanced innovation to support advancement in technology or value proposition of the profession.
  - Participation in an activity that resulted in satisfying previously unmet needs of society or changes in the economy or environment.
  - Exemplary or emerging leaders who have shown outstanding accomplishments and achievements that positively impacts public policy for improving business and worker’s lives, economic growth and opportunity of the profession and practice, or a change in societal value that impacts the lives of people and the communities served.
- Determine the name of the award:
  - Name recognition can aid in getting the award noticed; however, the name should reinforce the support of the business purpose.
  - Check with the staff liaison to ensure that there is no other award using similar elements to avoid confusion across the AIHA enterprise.
- Specify nomination application requirements:
  - Who can submit a nomination?
  - How will nominations be submitted?
  - Is a CV required and/or other supporting documentation?
  - Can an individual self-nominate?
  - Is the award limited to an individual or a group of individuals?
- Deploy an open call process within the group to give members the opportunity to serve on the award selection team:
  - What are the criteria to serve?
  - What is the time commitment?
  - How will these members be selected?
  - What will the team leadership look like?
- Create a ranking system to be used by the awards selection team to assist in the selection of the best candidate:
  - Hold a conference call for final discussion and selection.
  - Provide rationale for selection.
  - Provide feedback to nominators whose nominees were not selected.
- Determine the notification process:
  - Who from the selection team contacts recipient(s), nominators, and nominees that were not selected?
  - Be prepared to provide a rationale.
  - Submit the recipient(s) name and complete contact information to the staff liaison, who will send the official notification letter to the recipient and for promotional purposes as appropriate.

Selection Committee Criteria

- Must be active members of the volunteer group.
- Will not research unsupported claims or enhance the nomination package in any way.
- Shall have the prerogative of carrying forward nominations to a more suitable time frame.
- Reserve the right to not present an award when suitable selection(s) cannot be made.
- Are not eligible for the award; when agreeing to serve on a selection committee, you should understand that...
if you were to be nominated, the nomination would be disqualified; people preparing nominations should be advised that committee members are not eligible.

- Should not be directly involved in nominations prior to their submittal; you can answer general questions about what a nomination should include, but you should not pre-review or comment on draft nominations.
- Will self-identify any relationships/affiliations that might be perceived as a source of potential bias and inform the team lead and Chair of the volunteer group of any Conflicts of Interest (COIs) before any candidates have been discussed.
- If COIs are identified, the normal practice is for conflicted member(s) to recuse themselves from discussions related to the corresponding nominations.
- Will maintain strict confidentiality with nomination materials as well as internal/group discussions. Information about committee deliberations should not be shared with anyone outside the committee, nor should recipients be discussed until AIHA has notified all recipients and nominators.

**Guidance for Nominators**

- Nominators should inform the nominee(s) that they are submitting their name for the award.
- Nominations are only as good as the information provided.
- Nominators can significantly improve the selection process by accurately completing the online nomination form and providing all required documents (e.g., CV and supplemental information).
- It is crucial that nominators consider the criteria for the award prior to submitting a nomination to ensure that the nominee’s achievements align with the criteria.