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

Approved: December 7, 2020

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 affects 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 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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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 representative/alternate to technical standards committee may sign only once upon appointment (but are expected to update their form if conflicts arise over time).

Benefits

- Being a leading professional, representing AIHA and all the profession during the development of the important consensus standard documents
- Recognition on 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



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Contact

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