Special Appointments

Approved June 1999; Revised February 2019

General

AIHA maintains a variety of “national-level” committees, advisory groups and task forces. In addition, AIHA provides a delegate to serve on the IOHA Board as its member delegate and is often asked to provide member volunteers to governmental panels and allied organizations.

For all appointments, an open call process is used to identify interested volunteers. Such applicants are asked to submit their CVs/resumes as well as references to assess whether they have suitable qualifications and expertise to serve.

For all appointments, the Board of Directors reviews all applicants and approves volunteer members via face-to-face meeting, conference call, or email “sense of the Board”. If the approval is time-sensitive (e.g., 24 to 48-hour response time), the Executive Committee may serve as the approval body. When selecting volunteers to serve, the AIHA Board shall, in good faith, strive to fulfill the spirit of our Diversity and Inclusion policy, while ensuring the most qualified candidates are appointed to their positions. Turn-around time is within generally within one month of the stated open call deadline.

The AIHA President also has the responsibility of assigning a Board liaison to oversee the activities of selected groups; the liaison will regularly report back to the Board.

Board Level Committees

Pursuant to AIHA Bylaws, a Nominating Committee and Finance Committee are required to be maintained.

The Nominating Committee shall be comprised of not less than three (3) members and the immediate Past President, who shall serve as chair. In practice, there are three (3) standing positions -- the immediate Past President (chair), Vice-President, and one (1) at-large director in his/her 3rd year of office, selected by the Past President. Should the at-large director be unable or decline to serve, the Past President shall select the next senior-most Board member (excluding the President or President-Elect). In addition, four (4) at-large seats are to be filled by an open-call process. Refer to the Board Nominations policy for details.

The Finance Committee shall be comprised of not less than three (3) at-large members in addition to the President-Elect, Vice-President, Treasurer-Elect if then elected, and the Treasurer, who shall serve as chair. Typically, each year one at-large member must be replaced; nominations are reviewed by the Treasurer (in collaboration with the CEO and CFO) before being presented to the Board for approval.
In addition, another Board Level Committee is the AIHA Named Awards & Honors Committee, which reviews nominations for Baier, Hamilton, Kusnetz, Cummings, Distinguished Service Awards, and Fellows. This committee is comprised of the AIHA Past President (serves as chair), Past Past President (co-chair), and four (4) at-large seats to be filled by an open-call process.

Nominations for other awards (Social Responsibility, Yant, and Smyth Awards) are reviewed by special committees. Refer to the AIHA Named Awards & Honors policy for more details.

As stated above, all at-large (non-Board member) seats are filled via the open call process.

Advisory Groups
Advisory Groups differ from Volunteer Groups (i.e., member committees) in several ways. They operate at a more strategic level vis-à-vis the AIHA Board of Directors and, while members can nominate themselves to serve, final approval rests with the Board of Directors (or Executive Committee if time-sensitive). In addition, since advisory groups generally have a longer lifespan, a volunteer chair (and vice-chair if appropriate) may be appointed to lead the group. The same approvals process as noted above applies.

An example is the Content Portfolio Advisory Group (CPAG), which is responsible for advising the Board and staff regarding the association’s body of content on industrial hygiene and occupational and environmental health and safety. The CPAG provides strategic oversight of the content development agenda for the AIHA membership and suggests topics for the AIHA Guideline Foundation’s research agenda. In this capacity, the CPAG reviews proposals for new content development initiatives, provides recommendations on funding requests for such initiatives, and monitors the industry landscape to identify emerging topics on which new content is needed.

Task Forces
Task Forces are formed to address a specific task, such as producing position papers on topics identified by the Board, or to address current issues of interest to the Board and operation of the Association.

An example is the Core Competencies Task Force, created to review and update the Core Competencies for the Practice of Industrial/Occupational Hygiene developed by AIHA, ABIH and ACGIH. The competencies are reviewed and updated as needed every five years to ensure that it accurately reflects current practice of the profession.

The following conditions generally apply:

- The Task Force Chair is responsible for the delivery of work product and will work with staff to submit a request for any resources needed to complete the work of the Task Force.
- The Task Force is empowered to fulfill its specific aims as dictated by the Board.
- The Task Force will be sunset after the completion of its charge.
Similar to Advisory Groups, task forces are populated by open-call, members nominate themselves to serve, and final approval rests with the Board of Directors (or Executive Committee if time-sensitive).

AIHA Representative to the International Occupational Hygiene Association (IOHA)
The Board of Directors (or Executive Committee if time-sensitive) shall review nominations and approve AIHA’s representative to the International Occupational Hygiene Association, who normally serves a three-year term.

AIHA Liaisons to Other Organizations
Primary and alternate liaisons are officially appointed positions for the purposes of interaction and communication with another association. In some cases, the liaisons formally and actively represent the association as a voting representative to another organization or one of its committees. In other cases, the role is more informal and is primarily to encourage open lines of communication and mutual understanding between allied associations. Finally, AIHA has chosen to build alliances with allied associations, businesses and governmental agencies (nationally and internationally), to work together on activities including joint regional conferences, wider distribution of AIHA publications, electronic dissemination of data, and development of standards, guidelines, and good practices.

Types of Liaisons:
- Standards Activity Representatives - Liaisons to an organization or one of its committees with the intent of developing a standard, guideline, or other recommendation. Examples include ANSI, ASTM, ISO, OSHA advisory committees.
- Allied Professional and Other Organization Representatives - Liaisons to allied professional societies, equipment manufacturers, etc.
- Key Partner Representatives - Liaisons to organizations that have been designated by the President as key partners

Qualifications
1. Primary liaison shall:
   - Be a member of AIHA
   - Already be a member of the organization, if it is a membership organization except for liaisons to Key Partner Organizations
   - Preferably be a member of an appropriate AIHA technical committee except for liaisons to Key Partner Organizations
Attend pertinent meetings of the organization
Possess the relevant subject matter expertise

Alternate liaison shall:

Be a member of AIHA or an AIHA staff person
Already be a member of the organization, if it is a membership organization except for liaisons to Key Partner Organizations
Preferably be a member of an appropriate AIHA technical committee except for liaisons to Key Partner Organizations
Attend pertinent meetings of the organization
Possess the relevant subject matter expertise if appointed as a Standard Activity Representative

Funding

Funding varies according to the category of liaison. There may be circumstances in which funding cannot be furnished due to budgetary and/or priority considerations.

- **Standards Activity Representatives** - AIHA will provide travel expenses to attend committee meetings. However, each representative is expected to request his or her employer fund expenses where possible. Funding is to be requested through the appropriate technical committee or Guideline Foundation Standards Panel budget.

- **Key Partner Representatives** - AIHA will fund travel to meetings and conferences for which the representative is specifically requested to attend. Request for funding is to be made in writing to the President and Treasurer.

Duties

- **Voting**: The liaison has the authority to represent the technical, ethical and professional interests of AIHA. The liaison will consult with technical committee chairs, the board or headquarters staff, as may be appropriate, on matters that may require a larger consensus. The Alternate Liaison can vote by proxy on behalf of the primary liaison.

- **Monitor and Reporting**: The liaison shall monitor meetings, events, plans and developments of interest to AIHA and the industrial hygiene profession. S/he shall report proposed or final actions that could have a positive or adverse effect on AIHA members. An annual report shall be submitted to the President with copies to the primary staff contact as indicated in the letter of appointment.
AIHA Representatives for Special Governmental Appointments

Occasionally, AIHA will be invited to provide a member volunteer to a special appointment to serve in a specific capacity on a panel, committee, organization hosted by a third party (e.g., International Labor Organization, Government Advisory Committees, etc.).

Process

For special appointments, an open call process is used to identify interested volunteers. Applicants will be advised to submit a CV/resume along with at least one (1) professional reference to assess whether they have suitable qualifications and expertise to serve. As applicant information is received, staff will compile and provide a list of members and their paperwork to the AIHA Board for consideration. The Board will review all applicants and select and recommend one preferred candidate to represent the Association.

Funding to cover travel and other meeting-related expenses for such assignments is subject to Board approval (or Executive Committee if time-sensitive) and shall be based on overall budget and/or priority considerations.

Note: Prior to circulating an open call request to the membership, the following questions should be addressed by the Board (or Executive Committee if time-sensitive).

☐ What is the project and scope of committee/organization that a volunteer is to help address?
☐ What specific expertise in the individual is needed?
☐ If in-person meetings are required, will the volunteer’s travel be reimbursed (in part or full)? If so, by whom?
☐ How much time commitment is anticipated by the volunteer? Is this one time or recurring commitment? (estimate hours per month or per duration of project)
☐ What is the planned outcome/deliverable and how will it affect the industrial hygiene profession?
☐ What is perceived ‘political’ impact of this initiative, if any?

General Qualifications of Interested Volunteer

☐ Knowledge/expertise in area of concern?
☐ AIHA Member in Good Standing?
☐ Membership Classification?
☐ Can Commit to Time Required?
☐ Why are they interested in serving on the panel, committee, organization?
☐ Do they have the diplomacy, leadership skill necessary to represent AIHA?

A scoring matrix has been developed by staff and can be found on the following page. This form may be modified depending on the unique circumstances of the position.
Special Appointments Decision Logic

Occasionally, AIHA will be invited to provide a special appointment to serve in a specific capacity on a panel, committee, organization, hosted by a third party (e.g., International Labor Organization, IOHA, Government Advisory Committees, etc.). As the need is identified or brought to the attention of staff, AIHA shall promote the opportunities broadly to the membership. Any volunteer group, working group, or special interest group may nominate desired candidates, or individuals may self-nominate. Staff shall take the lead in populating this form prior to circulating to the Board of Directors (or Executive Committee, if time-sensitive) for scoring.

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<tr>
<th>Interested Volunteer:</th>
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<tr>
<td>Member Class:</td>
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<td>Appointment to:</td>
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### Organization Facts

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### Comments on Volunteer Criteria

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<tr>
<td>Other criteria?</td>
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### Total Score

#### Scoring Criteria

1 – does not meet criteria
2 – has little of the criteria
3 – has moderate criteria
4 – has most criteria
5 – has all criteria

#### Decision Making Scoring Criteria

0 – 2.9: Not recommended
3.0 – 3.9: Consider recommending if no other option
4.0 – 5.0: Recommend for appointment