



**HEALTHIER WORKPLACES | A HEALTHIER WORLD**

## **NEW! Volunteer Groups Named Awards**

*Finalized November 2023*

### **Purpose**

- To increase the visibility of the AIHA volunteer community
- To retain high-performing volunteers and long-term engagement
- To cultivate an environment of positive reinforcement, appreciation, and motivation
- To assist in the recruitment and retention of volunteers

### **Stakeholders**

- AIHA Volunteer Groups managed by the Professional Community staff
- Members who currently do not volunteer or are not aware of volunteer opportunities/recognition

### **Volunteer Groups Awards Guidance**

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.

At present, there are a number of established volunteer group awards that require formal Board approval (see <https://www.aiha.org/about-aiha/awards-and-opportunities/aiha-volunteer-group-awards>). In February 2021, the AIHA Board agreed that each AIHA volunteer group should have the option to establish its own named award. Recipients would receive a certificate of recognition, which would be presented at the group's annual business meeting, typically held in conjunction with AIHA Connect.

### **Establishing a New Named Award**

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

1. Business purpose:
  - a. Is there a need for this award?
  - b. What is the significance of the award to the recipient?

2. Define performance targets and qualifying criteria. Suggested approaches include:
  - a. Demonstrated dedication to the development and delivery of...
  - b. Contribution to some body of work that has advanced innovation in...
  - c. Participation in an activity that resulted in satisfying previously unmet needs which...
  - d. Exemplary or emerging leaders who have shown outstanding accomplishments and achievements that have positively impacted...
3. Determine the name of the award:
  - a. Name recognition can aid in getting the award noticed; however, the name should reinforce the support of the business purpose
  - b. Check with the staff liaison to ensure that there is no other award using similar elements to avoid confusion across the AIHA enterprise
4. Specify nomination application requirements:
  - a. Who can submit a nomination?
  - b. How will nominations be submitted?
  - c. Is a CV required and/or other supporting documentation?
  - d. Can an individual self-nominate?
  - e. Is the award limited to an individual or a group of individuals?
5. Deploy an open call process within the group to give members the opportunity to serve on the award selection team:
  - a. What are the criteria to serve?
  - b. What is the time commitment?
  - c. How will these members be selected?
  - d. What will the team leadership look like?
6. Create a ranking system to be used by the awards selection team to assist in the selection of the best candidate:
  - a. The most challenging task is the selection of the awardee(s)
  - b. Hold a conference call for final discussion and selection
  - c. Provide rationale for selection
  - d. Provide feedback to nominators who nominees were not selected
7. Determine the notification process:
  - a. Who from the selection team contacts recipient(s), nominators, and nominees that were not selected?
  - b. Be prepared to provide a rationale
8. 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**

- Are 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 committee, you should understand that if you were to be nominated, the nomination would be disqualified. Persons 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 attend the mandatory town hall prior to the nomination review (every effort will be made to find consensus on a suitable date)
- 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
- Nominators should be recognized during the awards presentation (the importance of submitting a nomination)

## **Award Announcements and Presentations**

- The volunteer group named award will be presented at the volunteer groups annual meeting, typically held in conjunction with AIHA Connect.
- Recipients will be acknowledged via the AIHA Connect conference guide, as well as during the Mark of Excellence event.
- The volunteer group will submit the name and complete contact information for the award recipient(s) to the Professional Community staff **no later than March 15** to meet conference-related deadlines.
- Professional Community staff will prepare and deploy the official congratulatory letter, as well as prepare a certificate for presentation purposes.

## **Questions?**

Please contact the following Professional Community staff liaison:

- Janice Allen at [jallen@aiha.org](mailto:jallen@aiha.org)