

Performance Expectations for Members of the AIHA Board of Directors 2020

1. As elected representatives of the membership, officers and directors must maintain the highest ethical standards possible for the continuous improvement of our association. It is the duty of Board members to represent all AIHA members. Board members do not specifically represent any one segment of our association, such as a special interest group, nor do they represent their employers.

2. The Board generally meets four times per year. If elected, you will be expected to attend the following meetings in **2020**.

- **April 26-27** – Following a New Board Orientation call on **April 6** covering the basics of Board service, an in-person meeting is scheduled as follows: Sunday dinner, followed by a Monday meeting at AIHA Headquarters, Falls Church, Virginia. (tentative dates)
- **May 31-June 3** – You are invited to the Sunday, May 31 meeting as a guest (non-voting). Then on June 3 following the Annual Business Meeting at AIHce in Atlanta, you will officially assume your duties and become a voting member. The May 31 meeting generally lasts the entire day, and the June 3 meeting is for one-hour or less.
- **July 17-19** – Annual Strategic Planning Meeting, Dallas, TX (tentative dates)
- **November 20-23** – Board meeting in conjunction with **2020 Leadership Workshop Weekend (November 20-22)**, Tysons, VA. If possible, Board members are encouraged to stay for at least the beginning part of the weekend to mingle with our volunteer leaders. NOTE: At this Board meeting, we review/approve the budgets for the subsequent fiscal/calendar year).

3. You are expected to attend all meetings. A primary obligation of a Board member is to participate in all Board meetings and activities.

4. Directors and some officers are assigned Board liaison roles to such groups as Color Councils (groups of Volunteer Groups), national-level committees and other allied groups. For your Volunteer Group assignments, you are expected to attend as many of their meetings as you can during AIHce and participate on their calls throughout the year. In this capacity, you'll be asked to provide a Board update as well as report back to the Board as necessary on their progress vis-à-vis specific project goals.

5. There are normally ten (10) to fifteen (15) electronic ballots distributed to the Board every year. All electronic ballots require 100% approval to pass, pursuant to AIHA's state of incorporation law (Illinois). Hence, you are expected to respond to each ballot in a timely manner, usually within seven (7) days. This process will be thoroughly explained at the New Board Orientation meeting.

6. AIHA will provide reimbursement for expenses incurred for participation in Board activities. There is a procedure for pre-approval of any travel. Except for attendance at your "home" local section meetings, your travel expenses should not come out of your own pocket. However, if your employer is able to cover any of your travel expenses, it is greatly appreciated.

7. Personal involvement as a member of a volunteer group is commendable; however, during Board service it is necessary that members divest themselves of committee membership to ensure that they can accomplish their Board assignments and activities to the most complete extent possible. If this is an issue for you, you should consider becoming a corresponding member of the volunteer group in question for the duration of your Board service. This would enable you to keep apprised of committee activity while serving in a non-voting capacity.

8. All Directors must sign a Conflict of Interest form annually. Concurrent participation on a 'competing' association board (e.g., ACGIH and ASSE) is not permitted.

9. Directors are strongly encouraged to pursue officer positions upon completion of their term. Therefore, it is important to be actively involved and engaged in the Board activities. Additionally, directors should envision a commitment beyond a three-year term.