



# AIHA Project Team Excellence Awards Program

*Effective January 2023*

## 1. Objectives:

In alignment with AIHA's Mission and Values, the Project Team Excellence Awards Program aims to enhance visibility across the five strategic domains. The program outlines up to five awards annually, recognizing project teams from various volunteer groups, task forces, and advisory groups, aligned with the following domains:

## 2. Domains and Descriptions:

### 1. **Community:**

- Nurture and empower a diverse and inclusive professional community.
- Engage with allied professional organizations.
- Strategies include enhancing AIHA's value proposition, supporting early career professionals, expanding scholarships, and fostering diversity and inclusion.

### 2. **Advancement and Dissemination of Knowledge:**

- Explore, develop, and disseminate cutting-edge educational, technical, and career resources.
- Identify critical OEHS issues, create a research agenda, and facilitate information sharing.
- Develop resources for targeted audiences and disseminate them globally.

### 3. **Integrity of Professional Practice:**

- Identify, develop, continuously improve, and promote excellence in OEHS practices.
- Implement a continuous improvement strategy.
- Advance competency in specialty areas through accreditation and proficiency programs.

### 4. **Awareness:**

- Promote the practice of occupational and environmental health and safety (OEHS).
- Increase awareness of the value of the profession.
- Communicate AIHA's mission, vision, and value proposition to attract new members.

#### 5. **Advocacy:**

- Influence actions of the public, government, and organizations.
- Build awareness of the OEHS profession's impact.
- Empower AIHA members and the public to support public policy positions.

### 3. Eligibility:

Participation is open to all "teams," irrespective of their constituents, ensuring that all volunteer efforts directly impacting the AIHA Mission are considered. This includes, but is not limited to, volunteer groups, task forces, and advisory groups.

### 4. Award Process:

#### 1. **Annual Reports Submission (By January 31):**

- Volunteer groups are required to submit their annual reports by January 31, utilizing the revised annual report form. This form includes a specific inquiry into how their work contributed to the AIHA Strategic Plan.

#### 2. **Board Liaison Review:**

- Board Liaisons individually review their Color Council volunteer groups, using the submitted annual reports. Each liaison scores volunteer groups based on their contributions to the strategic domain rubrics. Each Board Liaison may nominate up to one project team for each domain.

#### 3. **Board Liaisons Group Meeting:**

- Board Liaisons convene as a group to review and discuss their selections, providing rationales for all nominees for each strategic plan domain Project Team Excellence Award. The outcome will be the selection of up to one project team awardee per AIHA strategic domain.

#### 4. **Resolution of Ties or Unresolved Selections:**

- In the event of a tie or unresolved selection by the Board Liaisons, the matter will be forwarded to the President, President-Elect, Vice President, and Past President for the final decision.

**5. Involvement of 4 Ps (President, President-Elect, VP, Past President) for Non-Color Council Groups:**

- For groups not part of a Color Council and without a Board Liaison, the 4 Ps will maintain the responsibility of reviewing all submittals and evaluating them against the recommendations of the Board Liaisons.

**6. AIHA Board:**

- Following the award selection process, the slate of nominees shall be presented to the Board for official approval.

## 5. Principles of the Award Program:

**1. Opportunity:**

- Technical and professionally focused project teams have an equal opportunity for nomination and receiving the Project Team Excellence award.

**2. Sustainability:**

- The award program and criteria will be updated in alignment with changes to AIHA Domains and strategic objectives.

**3. Visibility and Efficiency:**

- Leverage existing tools like the Volunteer Group Annual Report for standardized nominations.
- Maintain visibility through links in the report template to award offerings and nomination processes.

## 6. Supporting Documents:

- Excellence Award Scoring Spreadsheet
- Updated Template for the Volunteer Group





## **AIHA Volunteer Group Annual Report**

The Annual Report is the Volunteer Group 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.

The chairs are to submit an Annual Report via the online submission portal **by January 31**. The report should include all activities worked on and/or completed in the previous year. This piece of information is key for the determination of the annual Outstanding Volunteer Groups recognition.

**Volunteer Group Officer Name:** [Text Box]

**Volunteer Group Name:** [Text Box]

### **Mission Statement**

Your mission statement will remind stakeholders of desired outcomes and sets the stage for further evaluation of progress.

[Open Comment Box]

### **Year in Review**

Highlight the impact, success, and challenges experienced by your group in 2022.

[Open Comment Box]

### **Collaboration**

Showcase collaboration efforts—this includes projects undertaken with another AIHA volunteer group or an outside organization/group.

[Open Comment Box]

### **Memorable Moments/In Gratitude**

Use this opportunity to recognize a volunteer group member(s) who have gone above and beyond, surpassing expectations as a volunteer (include rationale).

[Open Comment Box]

**Provide an overview of how the group promoted awareness and alignment with the AIHA domains and strategic objectives.**

[Open Comment box]

### **Contributions within the AIHA Strategic Objectives**

Describe how your volunteer group contributed to building the **AIHA Community**:

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AIHA will nurture and empower a *diverse* and *inclusive* professional community and engage with allied professional organizations to work towards achieving common goals.

- Enhance AIHA's value proposition to attract, grow, and retain a diverse and inclusive community of OEHS professionals as members. Supporting strategies reference ways in which we can enhance engagement, bolstering resources to help early career professionals navigate their career paths, investing in the success of our local sections, expanding scholarships for students, and strengthening and advancing our commitment to diversity and inclusion across all aspects of the AIHA enterprise.
- Enhance AIHA's value proposition to appeal to non-core OEHS and allied professionals. Here we envision creating a new suite of educational products and sense of community for so-called EHS generalists and safety professionals who are being tasked with more traditional IH responsibilities in their jobs.
- Identify and nurture relationships with allied professional organizations. Supporting strategies include reference to customized organizational memberships and continuing our extensive outreach to the dozens of allied professional organizations we partner with.

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Describe how your volunteer group contributed to **Advancement and Dissemination of Knowledge**:

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AIHA will explore, develop, and disseminate cutting-edge educational, technical, and career enrichment resources to advance the OEHS profession and professionals.

- Identify the needs associated with critical issues in OEHS, create a research agenda, and facilitate information sharing, partnerships, dissemination, and implementation of evidence-based practices.
- Develop educational, technical, and career resources for targeted audiences.
- Disseminate educational, technical, and career resources to targeted audiences in developed and emerging economies through multiple delivery options.

- Examples include Content Portfolio Advisory Group priority areas as well as Advancing OEHS Science & Practice priorities.

[Open Comment Box]

Describe how your volunteer group contributed to **Integrity of Professional Practice:**

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AIHA will identify, develop, continuously improve, and promote excellence in OEHS practices.

- Implement a continuous improvement strategy to identify and address gaps between current and state-of-the-art (best-in-class) OEHS practice.
- Advance competency in specialty areas through laboratory accreditation, proficiency programs, and registry programs.
- Develop recognized leading metrics and best practices for worker and community health and safety, including organizational social responsibility.

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Describe how your volunteer group contributed to building **Awareness of the OEHS profession / practice:**

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AIHA will promote the practice of occupational and environmental health and safety (OEHS) by increasing awareness of the value of the profession and growing the organization and profession.

- As an association, communicate our mission, vision, values, and value proposition to increase the strength of the organization. By this, we mean taking proactive steps to attract new members to the organization.
- As a profession, inform organizational leaders of the value proposition of OEHS professionals: who we are, what we do, and why. Here, as evidenced by one of our content priorities—"Communicating OEHS Concepts"—we continue our efforts to educate senior management about the value our profession contributes to a company's bottom line.
- As a profession, broadly communicate to the public AIHA's mission, vision, and value proposition to improve society. We remain committed to educating the public about who we are and how we are making the workplace safer for all workers.

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Describe how your volunteer group contributed to increasing **Advocacy:**

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AIHA will influence the actions of the public, government, and organizations to advance worker and community health and safety.

- As thought leaders, build awareness of the OEHS profession and the value of the professionals' impact on businesses and communities to influence stakeholders, the public, and policymakers at all levels of government.
- Empower AIHA members and the public to contact their policymakers in support of AIHA public policy positions and issues.

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### **Looking Ahead**

Wrap up your report by sharing the vision of the group for the coming year.