



AIHA Finance Committee
Roles and Responsibilities

AIHA's Finance Committee ("FC") plays an important role in helping the AIHA Board of Directors ("Board") fulfill its fiduciary obligations by providing financial oversight for the Association. The FC's responsibilities include:

- Review draft annual operating, capital, and Investment Return Above Target ("IRAT") expenditures that reflect the strategic plan and Board policies, and approve presentation of the draft Budget with/without amendments to the Board.
- Monitor the fiscal performance of AIHA against its current budget.
- Review the audited financial statements with the staff and independent certified public accountants of the Association and accept the audited financial statements.
- Recommend to the Board, investment policies and guidelines for reserve funds, oversee investment performance and recommend changes to the investment strategy as appropriate.
- Review and recommend financial policies, ensure adequate internal controls and use of standard accounting practices.
- Review other Association fiscal matters for recommendation to the Board as needed.

The FC's reviews and recommendations will allow it to be an advisory and oversight body that keeps the Board current on Association financial matters. This will ensure that the fiscal management of the Association is operating to actively build and preserve the financial resources needed to support the accomplishment of its mission.

Composition of the FC

- AIHA Treasurer – chair of the committee
- AIHA President-elect
- AIHA Vice-President
- AIHA Treasurer-elect (every other year)
- Two Directors from the AIHA Board
- Three other Full Members (Staggered three year terms)

Qualifications of FC members

- Member in good standing with a minimum of 3 years AIHA volunteer experience
- Relevant and demonstrable knowledge of financial affairs, gained through either education, job-related or other volunteer-related experience
- Proven ability to think long term and strategically
- Demonstrated passion for the industrial hygiene profession
- Ability to take holistic view and represent best interests of AIHA
- Member who listens actively, communicates effectively, shares information equally and treats people professionally
- Clear sense of AIHA mission and purpose

Expectations of FC members

- Three-year commitment
- Attend annual face-to-face orientation meeting at AIHA headquarters with new AIHA Board members (1 – 1½ days) (End of April/Early May) – first year *before* term starts
- Attend a 2 hour face-to-face meeting at AIHce
- Attend a 1½ - 2 day face-to-face working meeting at AIHA headquarters to review the draft annual Budget (Late October, Sunday - Monday)
- Attend two conference calls each year (April & December)
- Interim conference calls as needed
- Expenses for travel to face-to-face meetings at headquarters will be covered by AIHA; travel expenses to AIHce meeting is not covered.