

2015 Volunteer Group Business Plan for: Minority Special Interest Group (MSIG)

Date Submitted: 11/03/2014

Please complete the blue colored boxes in the table below. Explanations for each section can be on the second page of this document (if you hold down “ctrl” and click on the blue text it will take you directly to the explanation within the document). The [AIHA Strategic Goals](#) are also listed below.

	Strategic Goal	Project/Submission Title	Description	Responsible Person(s)/Project Team Leader	Estimated Month of Completion/ Milestone Reached by End of 2015	Amount of Funding Requested for 2015
Projects NOT Requiring Funding						
	1)	2016 Business Plan (BP) Submittal	Chair will submit BP to AIHA with all planned projects and funding requests	Courtney Tinner	October 2015	N/A
	2)	2015 Annual Report (AR) Submittal	Chair will complete AR using Project Team Leader reports and completed summary checklist (last page of this document)	Valerie Murray and Executive Committee	January 2015	N/A
2.1 3.2 3.3	3)	AIHA Content Strategy Review/Feedback	Participate in the AIHA content strategy sessions and provide feedback to AIHA on the perspective from MSIG membership as it relates to the impact that trends/change impact the IH community	Courtney Tinner	September 2015	N/A
1.1 1.3	4)	Student and Community Outreach Activities or Summer Programs/Training		Valerie Murray and Executive Committee Kevin Slates	December 2015	N/A
1.3	5)	MSIG Newsletter	Communicate with our membership so that they are apprised of our activities and opportunities for involvement and participation	Lucinette Alvarado	December 2015	N/A
1.3	6)	MSIG Collaboration Site	Initiate full use of the collaboration site available through AIHA to ensure our materials are available to AIHA and our membership, retention of our records/documents	LaToya McKelvey	Ongoing	N/A
2.3	7)	Indigo Council	Participate and collaborate with members of the Indigo Council for synergist opportunities and future PO, roundtable, PDC sessions at AIHce 2016, particularly the Social Concerns and Training/Communications Committees	Valerie Murray	Ongoing	N/A

Projects for 2015

1.2	8)	MSIG Roster Review	Develop a single roster of MSIG membership to include paid and extended membership Verify active members have completed the conflict of interest form	LaTasha Goodridge	Ongoing	N/A
1.1 1.2	9)	MSIG Executive Committee Succession Planning	Develop a succession plan for executive committee including leadership team and sub-committees	Courtney Tinner	June 2015	N/A
1.2	10)	MSIG Bylaws	Review/Update existing bylaws to ensure current alignment with group objectives and goals	Valerie Murray and Executive Committee, Secretary Elect	June 2015	N/A
1.1	11)	MSIG Mentoring Program	Collaborate with SECP and Mentoring Committee	Valerie Murray	June 2015	N/A
2.3	12)	MSIG and ASSE Blacks in Science and Engineering (BISE)	Develop a collaborative relationship with ASSE's BISE on outreach opportunities and promotion of IH and safety to ethnic minority professionals	Valerie Murray and Pam Kerr	December 2015	N/A
1.1	13)	MSIG Executive Committee Meetings & Annual Meeting	Complete meeting minutes for each bi-monthly executive committee call, post to collaboration site within 4 weeks, face to face annual meeting at AIHce 2015, complete a planning meeting for AIHce 2015	Valerie Murray and Executive Committee	June 2015	N/A
3.3	14)	AIHce 2016 Opening Session Submission	Provide a recommendation and submit speaker for opening session by becoming involved with conference planning committee	Trina Redford	August 2015	N/A
1.2	15)	Secretary Elect Nomination	Identify a candidate for this role prior to end of AIHce 2015 and notify AIHA of nominee	Valerie Murray and Executive Committee	December 2015	N/A
1.3	16)	Leadership Development	Identify a member of the executive committee (i.e., Secretary or designee) to attend the leadership workshop sponsored by AIHA in 2015	Executive Committee	August 2015	N/A

Projects Requiring Funding

1.3	17)	MSIG Scholarship	Develop 2 MSIG scholarships for students studying IH The MSIG scholarship supports the professional community goal by specifically aiming at attracting industrial hygiene students to participate as members of AIHA and	Trina Redford, John Moore, Valerie Murray	August 2015	\$1000.00
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			MSIG as well as encouraging and supporting ethnic minority students studying industrial hygiene.					
	1.3	18)	MSIG Outreach Video	Secure funding to begin filming of the outreach video to educate ethnic minority students and others about the field of IH with AIHA leaders, overview their professional qualifications, salaries, and scholarship opportunities	Trina Redford and Executive Committee	December 2015	\$2507.00	
	1.3	19)	MSIG Brochure	AIHce 2015 MSIG brochure	Lucinette Alvarado	June 2015	\$250.00	
<u>AIHce 2015 Planning</u>	3.3	20)	Awards Coordinator for 2015	Will organize the awards for AIHce 2015 For volunteer group service, fellows awards, outgoing chair, best student poster awards sessions, other AIHA awards	Courtney Tinner	As requested	N/A	
	3.3	21)	Podium Session Arranger for AIHce 2015	Will arrange the PO for AIHce 2015	N/A	N/A	N/A	
	3.3	22)	PDC Reviewers for 2015	Review PDC submittals in Sept 2014 MSIG to volunteer to review podium, roundtable, and PDC sessions, as applicable and requested	Valerie Murray and Executive Committee	As requested	N/A	
	PDC and RT Submissions for AIHce 2015							
	3.3	23)	Occupational Health Disparities Roundtable	Organize roundtable session related to occupational health disparities among ethnic minority groups	Valerie Murray and Identified Speakers/Presenters	September 2014	N/A	
	3.3	24)	Challenges in Developing a Disaster Worker Mental Health Resiliency Training Program	Poster or Podium Session Submission by JD Rosen on the process of training disaster workers and supervisors about stress, trauma, mental health effects, and resiliency	JD Rosen Valerie Murray	September 2014	N/A	
<u>Future Projects</u>	1.3	25)	MSIG Outreach Video	Continued filming of the video and identification of participants	Trina Redford	December 2016		
	3.3	26)	AIHce 2016 Roundtable or Crossover Session	Collaborate with Social Concerns and Training and Communications Committees on a session on health/language disparities for 2016 conference	Valerie Murray	September 2015		

To add additional rows: place the cursor in the bottom right cell of the section you want to add the row and press the TAB key

Planning for AIHce 2015

1. **Awards Coordinator**—Each group should have at least 1 awards coordinator for their volunteer group. The awards coordinator is responsible for providing the staff liaison up-to- date information regarding the status of a committee sponsored award(s) along with the names of the award recipients, including student poster and/or professional awards.
2. The **Podium (PO) Session Arranger** creates the Volunteer Group sponsored podium session(s) from the abstracts submitted to AIHA. The PO Arranger will need to maintain contact with their selected presenters and AIHA throughout the AIHce planning process. AIHA requires a primary and secondary session arranger. These names should have already been submitted to AIHA. The arranger is not required to attend AIHce.
3. **PDC Reviewers** go through the submitted PDCs that fall under your Volunteer Group's subject matter. PDC Reviewers make sure that submittals are technically sound and being taught by qualified instructors. AIHA requests the group provide 2-3 reviewers. These names should have already been submitted to AIHA. The reviewers are not required to attend AIHce.

PDC and RT funding requests MUST be made when submitting the proposal.

Projects for 2015:

This section should note all projects the group intends to work on during the calendar year of 2015. If the project will be completed in 2015, please give the month in which it will be completed. If it is a multi-year project, please note the expected milestone that will be reached by the end of 2015.

All documents (white papers, position statements, fact sheets, and etc.) developed by the Volunteer Group must first receive board approval. Please submit a "[Document Proposal Form](#)" to your board coordinator.

Projects Requiring Funding

Projects requiring funding greater than \$3,000 are **required** to submit a [Project Proposal form](#). It is **HIGHLY** encouraged that projects requiring any amount of funding should also submit a Project Proposal form. *Funding for **ANY** projects is **NOT** guaranteed (for projects both under and over \$3,000).*

Do not include requests for funding for a symposium, PDC, or other technical session development or expenses. Such requests are handled through AIHA's Meetings and Education Department.

Future Planning:

Use this section to list any projects that you would like to keep on your Volunteer Group radar, but that you do not expect to initiate in 2015. This allows for better Volunteer Group continuity.

AIHA's Strategic Goals

When completing the "Strategic Goals" section please note the goal to the sub-goal (i.e. 2.1).

<p><u>Goal #1: Professional Community Goal</u> AIHA is a growing, resilient, global, multi-disciplinary and interdisciplinary community of knowledgeable professionals. An increasing number of students pursue industrial hygiene and related occupational and environmental health and safety related careers.</p> <p>1.1 Expand AIHA's professional community to retain existing members and attract membership, participation and/or interest in products and services from among allied groups (international members, students, EHS generalists, local sections, and other affiliated groups).</p> <p>1.2 Define appropriate membership models and recruitment strategies.</p> <p>1.3 Develop mechanisms to communicate the scope of the profession/knowledge base to members, related organizations, workers, the public, potential new AIHA members and customers, certified industrial hygienists, and students.</p>	<p><u>Goal # 2: Advocacy, Influence, and Value Strategic Goal</u> AIHA is a leader in the development of standards, policies, legislation and regulations that improve human health exposure risk assessment and management. We are recognized for the valuable contributions we make to protecting worker health and safety.</p> <p>2.1 Actively track and respond to emerging trends and issues related to human health exposure risk assessment and management.</p> <p>2.2 Promote our sound-science-based exposure risk assessment and management agenda to legislators, policymakers, and the public media.</p> <p>2.3 Seek out appropriate collaborations with other membership and trade organizations to facilitate improved exposure risk assessment and management and worker protection, and bring a broader and more unified voice for exposure risk assessment and management professionals to stakeholders.</p>	<p><u>Goal # 3: Information, Learning, and Knowledge Strategic Goal</u> As a repository, developer, and disseminator of knowledge, programs and services for the industrial hygiene and related occupational and environment health and safety community, AIHA provides or facilitates access to science-based information that individuals and organizations need to ensure that health and safety efforts have moved beyond corrective actions to prevention measures, with potential new health hazards being recognized, evaluated, eliminated or controlled before they are introduced into a workplace or community.</p> <p>3.1 Offer accessible and cutting edge products and services that provide opportunities for increased knowledge in industrial hygiene and related fields by leveraging modern business computing and communication technologies to provide this content on-demand, anywhere, and at any time.</p> <p>3.2 Collaborate with other national and international industrial hygiene organizations to develop and adopt criteria that define the core competencies needed during the different stages of an industrial hygienist's career.</p> <p>3.3 Collaborate with technical experts to increase the development of academic and training-level technical and scientific content to enhance the knowledge, skills, and capabilities of industrial hygienists world-wide.</p>
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Optional Summary Checklist for 2015 Annual Report:

Record the completion date and the responsible person for the activity as the group completes each task. This checklist should be uploaded to your SharePoint site and filled in as a task is completed by the responsible person (available as a separate document on SharePoint). **It is expected that all activities will be accomplished by the time you are completing your 2015 Annual Report.**

	Activity	Date(s) Completed	Responsible Person
Documents	2015 Business Plan submitted on time along with Project Proposals submitted for projects requiring financing. (MANDATORY)	10/1/2014 (Project Proposal) & 11/3/2014 (Business Plans)	Valerie Murray submitted 1 project proposal and Trina Redford submitted 1 project proposal. Valerie Murray submitted annual business plan.
	2014 Annual Report submitted on time (MANDATORY)	January 2015	
	Volunteer Group Brochure submitted for AIHce 2015		
Administrative Tasks	Membership roster revised in 2015 <ol style="list-style-type: none"> 1. Check AIHA's roster contains all current members 2. Confirm/revise status (active/corresponding) for all members 3. Confirm all active members have a Conflict of Interest form on file with AIHA (COI information available on the Volunteer Group homepage) 		
	Review Volunteer Group website content <ol style="list-style-type: none"> 1. Review Mission/Purpose of group 2. Ensure all links are active and current 3. Provide new content to staff liaison if needed 		
	New Secretary elected by close of AIHce 2015 and notification to AIHA within 2 weeks of AIHce.		
Meetings/Teleconferences	AIHce planning teleconference at least 1 month prior to AIHce 2015		
	Face to Face Meeting at AIHce 2015		
	Leadership Workshop 2015 attended by Secretary or group's designee.		
	Group is represented on all quarterly Volunteer Group Color Council Meetings.		

	Meeting minutes drafted and posted/distributed within 4 weeks of every meeting or conference call.		
	List all Volunteer Group meetings held in 2015 (e.g., full committee meetings, officers meetings, and project team meetings)		