

# **Volunteer Groups, Working Groups, and Other Member Groups**

*Created October 2017; Revised April 2018*

## **Background**

AIHA is committed to support the formation and operation of volunteer groups of members who organize to advance the science and practice of industrial hygiene and occupational and environmental health and safety, and thus the interests of AIHA and its members. Member groupings may take the form of technical or administrative committees (generally referred to as Volunteer Groups (VGs), special interest groups (SIGs), working groups, task forces, ad hoc work groups, and other project or work teams) at the discretion of the AIHA Board of Directors (Board).

These groups serve multiple purposes, including: to facilitate networking and information exchange among AIHA members; to develop new products, services, and activities for educational purposes; to draft guidelines and standards for best practice; to develop statements that contribute to public policy debates; to collaborate with other allied groups/institutions; or to pursue other activities deemed appropriate by the Board. This document provides an overview of the policies and procedures governing the many types of member groups in place.

Refer to the Appendix A for a summary of various parameters pertaining to the functioning of these groups.

## **Establishment & Dissolution**

Pursuant to AIHA's Bylaws, The Board authorizes the establishment of VGs and other national level standing committees and advisory groups (e.g., Nominating Committee, Content Priorities Advisory Group). The Board may sunset any group in this category that no longer performs at an acceptable level, whose activities or subject matter are no longer relevant, or at the request of the group. Any group that may fall into this category will be given the opportunity to course correct prior to sunsetting the group.

Since ad-hoc working groups and task force work may be short-term in nature, these groups do NOT require formal Board approval to be established or sunset. Instead, this task is at the discretion of the acting AIHA President.

In general, the Board is responsible for evaluating the activities of the various types of groups each year to assess performance and ongoing sustainability. The Board Liaison and/or staff liaison assigned to that committee is responsible for representing the committee interests to the Board and relaying relevant information from the Board to their group.

## **AIHA Code of Conduct**

The Code of Conduct summarizes the behaviors expected of members and volunteers representing AIHA in any forum, mailing list, public meetings or private correspondence. The document is accessible on the [AIHA website](#) (members only access).

## **Group Leadership**

*This Section applies to Volunteer Groups only. Other types of groups may not require a formalized leadership structure.*

A steering group with voting privileges will govern each committee and consist of the following positions. All individuals interested in serving as volunteer group officers must be AIHA National members in good standing:

- Chair
- Vice-Chair
- Secretary, elected by the current committee members
- Past Chair
- Special Project Team Leaders, appointed by the Chair, with input from committee members, once a project is approved by the Board.

The elected and succession positions of Chair, Vice-Chair and Secretary are normally a one-year term, commencing at AIHce, though the committee members may vote to petition the AIHA President to allow the Chair to serve an additional one-year term. The Chair, Vice-Chair, and Secretary positions each have a two-year term limit. No extension beyond a two-year term is allowed. Committees are expected to elect a Secretary for the upcoming calendar year prior to their annual meeting, held at AIHce.

Upon completion of the term as Chair, members are recognized as Past Chairs. Members are recognized as Past Chairs for a period of one year, unless a two-year term is instituted (see paragraph above). Upon completion of the term of a Past Chair, the individual is eligible to be considered for general committee membership. Past Chairs are eligible to participate in Special Project Teams during their term, though they may not serve as Special Project Team Leaders.

### Succession

- One-year term for all officers and the rotation is from AIHce to AIHce the following year.
- Committee members may vote to petition the AIHA President to allow two-year terms. The chair, vice-chair, secretary, and past chair positions each have a two-year term limit.
- The succession chain/officer rotation will be secretary to vice chair to chair to past chair.
- The secretary is an elected position. Nominees for secretary are to be volunteer group members in good standing and are elected to serve for the upcoming calendar year during the committee's annual meeting, held at AIHce.
- Continuity is key—officers should attend officers training as provided by AIHA.
- Each officer should work closely with their successor to ensure that the individual is fully prepared to fulfill roles and responsibilities.
- Officers should conduct mentoring and training for committee members interested in a leadership role.

## **Conflict of Interest**

**All AIHA volunteer members must have a current Conflict of Interest (COI) form on file.**

Committee members only need to submit a COI form once until potential conflicts change. Once a year, all committee members will be contacted and asked to update their form if any changes have occurred since the previous submittal. This form is now linked to your AIHA member profile.

## **Group Membership**

There are two types of members: **Active** and **Corresponding**. All volunteer members must be AIHA national members in good standing EXCEPT working groups and task forces. Working groups and task forces may have non-member participation by individuals from allied organizations based on current body of work. These individuals may participate as an active committee member so long as they are working on an active project. Once the project is completed, these individuals will no longer be able to serve on the group unless they join AIHA as a member. Each year the Committee Chair nominates, or reconfirms, the committee members for the coming year through submission of the roster to the group's Board Liaison and Staff Liaison. Nominees for steering committee and committee project members must be AIHA members.

- **Active Members:** Must be AIHA members in good standing and actively participate in the scope/body of work of the committee. Active members are eligible to vote regarding committee events, projects, elected positions or other activities of the committee. **CIH Maintenance Points:** The Chair is awarded 1.0 point/year and the remaining members are awarded 0.5 points/year by the ABIH for active committee service.
- **Corresponding Members:** Must be AIHA members in good standing and are provided with updates of committee activities; they generally do not have an interest in participating in committee activities. **CIH Maintenance Points:** ABIH does not award points to corresponding members.

## **Committee Activities and Performance Evaluation**

The work and contributions of AIHA committees vary widely across a range of administrative and technical activities. Therefore, no single or rigid set of performance criteria can be applied to define success or to evaluate committee performance or contribution to the Association and the profession. The Board has established guidelines to help define the performance expectations of committees.

### **Required administrative activities and processes:**

- Conduct activities in accordance with relevant AIHA policies, procedures, and priorities
- Conduct at least one in-person meeting where members can gather and exchange information (e.g., meet during AIHce, hold a mid-year meeting at AIHA headquarters, or hold a conference call meeting)
- Maintain appropriate records of all meetings, including minutes and a list of all participants—voting members, corresponding members, and guests
- Fulfill administrative and reporting requirements according to established guidelines in a timely fashion. These requirements include preparation and submission to AIHA staff of:
  - Roster, including the steering committee, project committee and the corresponding members' names and contact information, including email address
  - Annual Business Plan
  - Annual Budget Request
  - Copies of all meeting minutes, including a list of all participants—steering members, committee project members, corresponding members and guests
  - An annual report and performance self-evaluation
  - Attendance and participation in the annual Leadership Workshop by the Secretary
- Transfer of committee records to succeeding leaders and members
- Regular communication with committee members, staff liaison, and the Board Liaison of committee activities
- Officers should attend at least one officer training session annually

These responsibilities are applicable to all committees and are required administrative activities. Fulfilling them is essential to the orderly functioning of the Association. The committee calendar, published annually, includes all due dates for these activities.

The major “outcome” measures of success summarized below include educational products and activities for the profession, written technical guidance, and public policy positions. Committee success is also measured by such activities as fostering networking among members, reaching out to new members and younger professionals, mentoring, public and government relations activities, and development of new leadership. Within these broad parameters, specific measures of performance for each committee are determined by agreement among each committee’s leadership, its staff liaison, and its Board Liaison. These agreements are reflected in the committee’s business plan.

These performance criteria are used as a guide, not a rigid checklist. Evaluation of the quality and impact of contributions must always go hand-in-hand with any list of accomplishments. In addition, not all criteria are applicable to all committees all the time.

### **Suggested committee activities for fulfilling outcome performance criteria:**

The following list contains suggestions for committee-sponsored activities and projects that have been shown to provide a benefit to the Association and the larger OEHS profession. When the Board evaluates a committee’s performance each year, weight is given to the number, quality, and complexity of the activities and projects the committee has undertaken and/or completed.

- Develop educational content for AIHce, e-learning, road courses, etc.
- Develop publications, guidelines, fact sheets, white papers, best practices or other media, in accordance with the content priorities, for advancing the profession
- Actively support government relations projects/activities at the state and Federal level
- Support public relations projects/activities
- Present testimony at public, technical, or other hearings
- Gather and submit responses to requests for comments regarding technical or policy issues published by agencies, consensus organizations, and others
- Serve as a liaison to other organizations or associations
- Work with other institutions (official liaisons) to develop products or services useful to AIHA members and the profession
- Publish articles in the JOEHS or *The Synergist*
- Post blogs to the *SynergistNOW* and/or *Catalyst*
- Provide technical assistance and review when requested by AIHA staff
- Evaluate existing content under CPAG process
- Work in conjunction with the Content Portfolio Advisory Group (CPAG) to identify and assist in addressing and/or tracking issues of future importance to the profession
- Engage in other activities that benefit the Association and its members

### **Roster**

A committee’s membership roster is the official list of its members. Each year the current Secretary is to provide the committee staff liaison and Board Liaison with the list of voting and non-voting committee members for the next calendar year. The roster is due to the staff liaison by July 30. This allows sufficient time to update the member database and the *Catalyst* community. This timing is critical as a delay can impact a member’s ability to obtain certification maintenance points. The rosters are updated annually as certification maintenance points are granted for actively serving a full year term.

## **Business Plan**

The business plan defines the committee's mission, goals, and planned activities and serves as the basis for its budget request. A committee's business plan is to be aligned with the current mission and goals of the Association. Part of the business plan development process for the committee should be a review of the current AIHA mission statement, strategic goals, existing content and content priorities, and a review and revision or reaffirmation of the Committee's mission and goals. The Board, Board Liaison, Finance Committee, and staff use the business plan to evaluate the committee budget request and plan the overall association budget successfully. The evaluation of a committee's progress towards meeting, or completing, its business plan goals serves as one point of evaluation of its performance. The business plan should encompass the committee's goals and activities for the coming year.

A business plan and budget request must be submitted to the staff liaison/Headquarters by July 1 each year as part of the budget process (see Table 1). A copy of the *Committee Business Plan* form is provided in the *Forms* section of the *Committee* webpage in the *Members Only* section of the AIHA web site.

**Table 1: Timetable for Committee Budget Process**

<b>Date</b>	<b>Required Action</b>
<b>April 15</b>	Specific instructions distributed to committee vice chairs
<b>July 1</b>	Formal written request submitted to Scientific and Technical Initiatives Staff
<b>July 15</b>	Scientific and Technical Initiatives staff sends request to Board Liaisons for approval
<b>August</b>	Board Liaisons review requested budgets and submit recommendations to Finance Committee
<b>September</b>	Finance Committee prepares budget for submission to Board
<b>November</b>	Board meeting to approve budget

## **Budget**

The budget request outlines a committee's financial needs for the coming year. It is closely linked with and supported by the committee's business plan. As a single piece of the total Association budget, a committee's budget request must be completed in an accurate and timely manner so that it can be incorporated into the overall annual financial plan. **Budgets must be submitted to staff liaisons/HEADQUARTERS by July 1 to be considered.**

Vice-Chairs assume primary responsibility for development of business plans and their supporting budgets, with the support of their Chairs and committees. When they assume the Chair roles, these individuals will be working with budgets and plans they were instrumental in preparing.

Secretaries will receive information regarding AIHA's budget allocations from the Board within 30 days of the final approval. It is expected that Chairs will operate their committees within this budget as well as within the time allotted. A committee may only exceed its allotted budget by submitting a written request, approved by the Board Liaison, to the Treasurer. Approval of expenditures greater than the approved budget is not automatic and requires prior approval by the Board Liaison and the Treasurer.

## **Budget tracking/expense processing**

Committee Chairs are responsible for operating their committees within the budget approved by the Board and for making sure that expenses are reasonable, related to AIHA activity, and adequately documented with a complete record of expenses, receipts, expense vouchers, and other such relevant information.

All expenses must be submitted on the Expense Report Form (available on AIHA website: *Members Only – Committees – Miscellaneous forms*). The flow for submission and approval of expenses is shown at the bottom of the form. Expense report forms must be submitted to the Chair first (if not prepared by the Chair), who then routes them to the staff liaison. All appropriate receipts should be attached. Submissions should be submitted to AIHA within 30 days of the close of the event/meeting. Failure to provide timely and accurate submissions may result in rejection of expenditures. Timing is particularly critical at year-end so that expenses are not carried over to a new budget cycle.

### **Travel and meeting expense policies**

All VGs must adhere to the AIHA Travel Policies when conducting business on behalf of AIHA. All travel (including mode of transportation and lodging) reimbursement must be approved prior to booking any travel. **Direct Travel is the authorized travel agency of AIHA.**

**NOTE: AIHA strongly encourages committees to make use of conference calls in lieu of face-to-face meetings.**

Travel and hotel accommodations for VG Secretaries are handled via the staff liaison, prior to the start of the Leadership Workshop. All requested information must be received by the due date to ensure cost-effectiveness. Rental cars fees will not be considered for reimbursement.

Other committee-related travel may be funded as appropriate. Funding requests for committee member travel should be reasonable and must be included in the Committee's annual budget request form, following AIHA guidelines. No funding is provided in committee budgets for travel of members or invited guests to AIHce, other allied organizational conferences/events, or to committee meetings held in conjunction with the conference.

If committee members traveling at AIHA's expense chooses to stay an extra day to take advantage of the destination/location, the individual will need to present a form of payment to cover the extended stay.

### **AIHA Meeting Procedures**

All committees are to meet at AIHA Headquarters for face-to-face meetings held outside AIHce. This policy provides committees with cost savings, staff support, and the opportunity for staff and volunteers to work more closely and effectively. The Committee Chair must contact the staff liaison no less than four (4) weeks prior to the meeting to make the necessary arrangements.

### **Hotel Accommodations**

For all AIHA-sponsored meetings, the AIHA Meetings Department will confirm the most appropriate hotel to be used. The Fairview Park Marriott is AIHA's official hotel, and most commonly used. The Fairview Park Marriott is situated next door to AIHA, at 3111 Fairview Park Drive, Falls Church, VA 22042, 703-849-9400, 800-228-9290.

NOTE: If it is not possible to hold meetings at AIHA headquarters, meetings should be held in cost-effective locations convenient to a majority of the committee members.

### **Travel Reimbursement**

An AIHA Expense Report form (available on AIHA website: *Members Only – Committees – Miscellaneous forms*) must be submitted to receive travel expense reimbursement. Reports must be filed within 30 days of completion of the trip. Refer to the bottom of the form for processing procedures. Receipts must be attached to the report for all expenses.

Only the basic receipt is required (do not include boarding passes, ticket covers, etc.).

### **Meetings at AIHce**

If approved in the committee budget, equipment and refreshments will be provided to committee meetings. Expenses related to invited speakers are not processed through the normal committee budget but must be submitted for advance approval by the Conference Planning Committee, which also handles payment. The basic guidelines are as follows:

- Food and beverage will be determined by the type and length of the committee meeting
- Smorgasbords or hors d'oeuvres are acceptable substitutes for formal meals if there is a committee business reason to have more than the roster members as participants at the meeting. Costs should not exceed those that would result from providing modest individual meals for the official committee members participating in the meeting
- Alcoholic beverages will not be provided at AIHA's expense
- Expected attendance must be ascertained to avoid paying excessive food and beverage costs. Audiovisual requests should be monitored in the same manner. Each item requested is a charge against the committee's budget and the Association's revenues
- Social gatherings and informal lunches or dinners not related to specific committee business and/or pre-approved will not be funded through committee budgets

### **Conference Calls**

Conference calls are a convenient and cost-effective alternative to face-to-face committee meetings. A conference call can be arranged by contacting the staff liaison. You will be provided a toll-free number to call and a participant passcode. The Committee Chair or staff liaison will initiate the call with a host passcode.

### **Annual Report**

The Annual Report and subsequent Performance Evaluation is a Committee Chair's official account of the activities and accomplishments of the committee. Preparation of this report allows the committee to evaluate its performance using its own business plan as one benchmark. The report also helps ensure that the work of the committee is recognized and understood by the Board, and that the committee's work can be placed in the context of AIHA's mission, goals, and plans.

Chairs are to submit an Annual Report to Headquarters by January 15. The report should include all activities begun or completed in the previous year. The Annual Report form is available via the volunteer groups communities. All committees are to use this form. Committees may submit supplemental materials to further explain or document their activities.

### **Meeting Minutes**

Meeting minutes are the official record of committee activities and a guide to action. Minutes are to be written within two weeks of a meeting and are to be posted to the committee Catalyst community library as well as sent to the Board Liaison and staff liaison. Action items are to be noted, together with the name of the person responsible for each action item. When a sub-committee is involved, copies of the sub-committee report should be appended to, or included in, the body of the committee's minutes. Items that are to appear in minutes include a listing of all participants, including guests; a summary of all discussions and decisions reached including approved follow-up actions; all motions and their outcomes; and the results of ballots.

Copies of any handouts or other written or electronic materials discussed or distributed at the meeting are to be posted to the committee Catalyst community library as well as sent to the staff liaison and Board Liaison. On completion of a Chair's term of office, the Chair is to provide the working committee files to

the incoming Chair.

### **Membership on Outside Committees (Official AIHA Liaisons)**

The President may appoint a national AIHA member to serve as a member of, or official AIHA representative or liaison to, an outside national committee (such as an accredited ANSI committee). The official liaison should be selected from the relevant committee. If the outside committee has relevance to more than one AIHA committee, the appointed liaison is to discuss items of concern with each of them. This liaison is accountable to the relevant AIHA committees, the Board, and the AIHA office. Travel expenses for official liaisons are to be included in the annual budget request of the sponsoring committee. A report of activities is due to the President in April of each year from the liaison, with a copy to the sponsoring Committee Chairs, Board Liaisons, and staff liaisons.

If an AIHA member is a member of an outside committee but was not appointed to it by AIHA, the member is to ensure that his/her opinions are not construed to represent positions of AIHA. It is proper, however, for a member in such a position to convey established views of AIHA (e.g., those in existing position papers).

### **Roles and Responsibilities**

Refer to Appendix B, which lists Board Liaisons and staff liaisons for the current calendar year. Approximately one third (1/3) of these assignments change in mid-calendar year with the new Board members elected each spring. Each committee is assigned a Board Liaison and staff liaison. The President assigns Board Liaisons; the CEO assigns staff liaisons. Additionally, some committees are assigned a second staff person who assists in the administrative aspects of the committee's work. Each Director on the Board is assigned a lead role for one of six Color Councils. Whenever possible, Board members retain their assignments throughout their tenure. They also assist in the transition of their committees to new Board Liaisons, as needed, due to changing assignments or their rotation off the Board. Routine oversight by the Board and CEO helps to ensure that no artificial barriers or bureaucratic structures arise.

### **Role and Responsibilities of the Chair**

The Chair is the primary shaper and motivator of a group's activities. The Chair is accountable to the AIHA Board, through the AIHA President and the assigned Board Liaison. The responsibilities include:

- Understand and support the AIHA mission statement and strategic plan and work with the staff liaison and the Board Liaison to develop and implement goals that complement the AIHA mission statement and strategic plan
- Ensure that goals are clearly communicated to VG members
- Maintain awareness of applicable Association position papers and white papers
- Schedule and conduct meetings and conference calls and set the agenda topics for discussion
- Ensure that accurate records of volunteer group decisions are kept and distributed by the secretary
- Monitor the progress of individual assignments and goals and ensure that they are accomplished within the time frames set jointly with the Board Liaison
- Prepare and submit the annual report to the staff liaison
- Recruit and mentor new members and ensure that they are provided with opportunities to participate in volunteer group activities
- Support the development of educational programming and product development (e.g., quality PDCs and sessions for AIHce and books/guidelines)
- Execute processes outlined by CPAG for evaluating new content needs, maintaining created content, and responding to requests for project considerations when emerging priorities are adopted that are best served by the mission of those VGs

- Execute projects, activities, and business plan within the allocated time and budget
- Ensure that the group's files are maintained (current and complete) and passed on to the incoming chair within the guidelines of the AIHA Record Retention Policy

Chairs must adhere to established guidelines and policies when providing oral or written presentations on behalf of AIHA. Chairs should notify the Board Liaison of any oral or written presentation topics that may be sensitive or controversial. Chairs must represent AIHA positions when existing white papers and position statements define them. If the Association's position on an issue is not clear or no white paper exists, a Chair should contact the VG's Board Liaison for guidance.

VG Chairs should expect to receive information throughout the year from their staff liaison and Board Liaison and should not hesitate to contact either one with requests for assistance when needed.

### **Role and Responsibilities of the Vice-Chair**

The Vice-Chair is to support the Chair in VG operations. Responsibilities include:

- Assume the role of Chair in the event the Chair is not able to serve
- Support the Chair in his/her leadership capacity throughout the year as requested
- For committees, work with the other officers to develop a business plan, budget request for any project-related or other expenditures (e.g., liaison support) anticipated beyond the baseline budget allocation, and roster for the coming year and submit these documents to the staff liaison by the deadlines noted on the annual AIHA calendar
- For task forces and working groups, work with the other officers to develop a project or activity plan, budget request for any expenditures anticipated beyond the baseline budget allocation, and roster for the coming year and submit these documents to the staff liaison by the deadlines noted on the annual AIHA calendar

### **Role and Responsibilities of the Secretary**

The Secretary is to ensure that the VG follows AIHA's policies and procedures. The responsibilities include:

- Ensure that the minutes of each VG meeting are accurately recorded
- Ensure that the minutes are approved by the VG and communicated to the members in a timely manner
- Work with the staff liaison to ensure that minutes are posted on the volunteer group web site and retained as set forth by the applicable AIHA Record Retention Policy
- Ensure that all proposed members meet AIHA's membership requirements and that current contact information is provided to the staff liaison for inclusion in the AIHA database
- Assist the Chair in tracking VG member activity and project status
- Have a working knowledge of *Roberts' Rules of Order* to assist the Chair in operating effective meetings
- Attend the Leadership Workshop

### **Role and Responsibilities of the Past Chair**

The Past Chair serves as an important link between the VG he/she chaired and the current volunteer group. The responsibilities of the past chair include:

- Work with the Chair to identify volunteer group members who are candidates for officer positions
- Serve as the VG's primary new member recruiter and mentor
- Work with the Chair, staff liaison, and Board Liaison to implement goals that complement the AIHA mission statement and strategic plan

### **Role and Responsibilities of the Members**

The primary responsibility of members is to support the mission and goals of the committee by accomplishing specific committee assignments within the time frames and within the budget agreed to with the Chair. They also must attend and actively participate in at least half of the scheduled committee meetings. Committee members are accountable to the Board through the chair.

### **Role and Responsibilities of Board Liaisons**

For each committee, the President appoints Board Liaisons, who function as the main line of communication between the Board and the committees. The Board Liaison encourages and supports the activities of the assigned committees and ensures that they function within established guidelines.

Specific responsibilities include the following:

- Informing Committee Chairs of the Board member's appointment and role
- Apprising Committee Chairs of relevant short and long-term AIHA goals
- Assisting in the establishment of objectives and time frames for the year, which are incorporated into the committee's business plan
- Representing the assigned committees' viewpoints and interests on specific issues at Board meetings, when requested to do so
- Communicating with committees following any Board action affecting them
- Meeting/conferring with committees at least annually and maintaining communications with Committee Chairs, the Board, and relevant staff
- Helping to coordinate efforts of committee leaders and members, the Board, and staff
- Ensuring that committee rosters, annual reports, business plans, and budgets are prepared and submitted on time
- Reviewing the annual report and self-evaluation and the progress of committee objectives
- Nominating committees for Outstanding Volunteer Groups Awards
- Providing a transition file on current/pending activities of committees for use by the newly assigned Board Liaison
- Ensuring that committee members who leave the committee receive proper recognition for their service
- Conveying information between the AIHA Board and CPAG Chair and members
- Recommending the sunseting of non-productive committees

### **Role and Responsibilities of Staff Liaisons**

Staff liaisons work with the Board Liaisons and committee officers to support, encourage, and catalyze the work of the committees. The staff liaison helps track reports developed by the committees, maintains headquarters files for committee activities, and ensures that other administrative needs of the committees are met. Copies of all information required by Headquarters are to be sent to the attention of the appropriate staff liaison. Some of the ways in which the staff liaison can provide support to committees include:

- Maintaining electronic mail addresses and sending announcements from headquarters
- Arranging for in-house and off-site meetings
- Assisting in maintaining communications between the committee Chair, committee members, and Board Liaison

- Setting up committee meetings
- Obtaining reports or other historical information retained in the committee file at Headquarters

Committee chairs should expect to receive information throughout the year from their staff liaison and should not hesitate to contact their staff liaison with requests for assistance when needed.

### **Volunteer Group Funding Requests**

- Funding requests are for work that will be conducted by the committee
- All VG activities that will require funding must ultimately be approved by the Board before the project is initiated
- Prepare the proposal as if you are asking your boss/company to fund the project—consider the following:
  - Project is well-defined
  - Total funds required to complete project
- Project lead (and team if possible) identified and expectations outlined
- Establish a working timeline and include milestone check-in dates
- Identify expectations, anticipated impact and results
- Qualitative estimate of the ROI (to members, association, profession)

The following items **do not** qualify for volunteer group funding:

- Contracting a third-party to accomplish the scope of work
- Funding or sponsorship requests from other organizations
- Publications, tools, and resources that are handled exclusively through the [AIHA Market Place](#). National and international standards setting activities, which are handled exclusively through the [AIHA Guideline Foundation](#)
- Scholarship(s) on behalf of the group. Scholarships are awarded on an annual basis via the [American Industrial Hygiene Foundation](#) (AIHF). Some of the [AIHA Local Sections](#) also offer scholarships
- AIHce symposium, PDC, or other technical session related development or expenses are handled exclusively through the AIHA’s Education and Meetings Departments
- AIHce related travel, housing, or registration are handled exclusively through the Education and Meetings Departments

Also, it should be noted:

- Quality vs. Quantity: Multiple proposals do not increase your chance of funding approval
- Ownership/Capacity: It is the responsibility of the VG requesting funds to complete the project, not the Board or staff
- Great Idea vs. Great Proposal: Great ideas don’t have to conform to VG funding. if AIHA should be involved, let us know!

### **Funding Review Process**

1. First, submittal by AIHA Professional Community with initial review/recommendations by staff liaison, Managing Director, STI and Director, Government Relations
2. Board Liaison review/recommendations
3. Content Portfolio Advisory Group (CPAG) review/recommendations
4. Finance Committee review/recommendations
5. Board Approval—**All Decisions are Final**

### **Legal and Ethical Guidelines**

Particularly with a volunteer association, great care must be taken to protect against the appearance of legal or ethical improprieties. For these reasons, committees or task forces may suggest vendors, suppliers or consultants, but staff will follow through with a basic procurement process in determining final vendor, suppliers or consultant. Staff will also handle any necessary negotiations based on what is fair market value for the work to be performed.

If the AIHA Board approves the proposal, the CEO, with the input of the appropriate staff, will contract, purchase or rent the appropriate resources. All approved expenditures and subsequent purchases or expenses are the responsibility of the AIHA staff, not the committee or task force.

AIHA staff will procure the needed and approved goods and services in accordance with ethical standards, good accounting practices, and all other requirements as specified in the articles of incorporation and bylaws of the Association.

**Appendix A:  
Overview of AIHA Volunteer Groups, Working Groups, Special Interest Groups,  
Task Forces, Communities and Project Teams**

<b>Group Type</b>	<b>In Bylaws</b>	<b>Convened By</b>	<b>Board Approval</b>	<b>Members</b>	<b>Purpose</b>	<b>Pay to join</b>	<b>Lifespan</b>	<b>Board Liaison</b>	<b>BOD Member</b>
<b>VG</b>	Yes	President	Required	Nat'l AIHA only	General	No	Not defined	Yes	No
<b>WG</b>	No	President	Not required	Anyone	Specific	No	Not defined	Yes	Yes
<b>TF</b>	No	President	Not required	Anyone	Specific	No	Defined	Maybe	Yes
<b>SIG</b>	No	President	Not required	Nat'l AIHA only	General	Yes	Not defined	Yes	Yes
<b>Community</b>	No	President	Not required	Members and nonmembers (access may be limited depending on member status)	General	No	Not defined	Maybe	Maybe
<b>Project Team</b>	No	Staff	Not required	Nat'l AIHA only	Specific	No	Not defined	Maybe	No

**NOTES:**

1. A **Board Liaison** serves as a communications link between the Board and the Group. There is no implied assumption of Board Liaison assignments or otherwise active engagement with the Group.
2. A **BOD Member** signifies whether a Director is permitted to participate as an active member of the group.
3. **Volunteer Groups (VG)** also include Advisory Groups (such as CPAG) and the Standards Advisory Panel.
4. **Working Groups (WG)** also include the Emergency Response and Preparedness Committee (ERP).
5. A **Community Group** refers to a discussion group within AIHA's new online community (Catalyst) framework.
6. A **Project Team** is an organized group of members involved in performing shared/individual tasks of a specific project as identified in a VG business plan.