

Member Recognition & Awards Sub Committee (MRA)

Purpose

To support the recognition and professional development of AIOH members by managing the awards process for professional training, technical excellence, and innovation. The Sub Committee plays a key role in celebrating member achievements and promoting professional growth through sponsored awards, while supporting the AIOH's values and strategic goals.

Scope

- Manage the lifecycle of professional development awards administered by the AIOH.
- Provide support, guidance, and assessment for award applicants.
- Support the AIOH Council in ensuring all sponsorship and recognition activities align with the Institute's strategic objectives.
- Assist Council with advice (when requested) relating to Council Awards but do not participate in selection of Council Awards.
- Ensure fair, transparent, and structured processes for award selection.
- Support the coordination and delivery of award ceremonies at the AIOH Annual Conference.

Roles and responsibilities

The Member Recognition & Awards Sub Committees' role is to support the occupational hygiene profession and its members and specifically the professional development of AIOH Members by facilitating awards for professional development and professional training in technical and business skills, such as that offered at the AIOH Conference and Seminar Series and elsewhere.

It is not the responsibility of the Sub Committee to be involved in the nomination or selection of any AIOH Council Awards as these are part of Council duties and require an appreciation for the many ways in which members contribute to the profession. From time-to-time AIOH Council may seek advice and or request assistance from the Member Recognition & Awards Sub Committee in regard AIOH Council Awards.

- Set the awards criteria and judging rubric.

- Provide guidance to prospective award applicants on the award process and provide feedback on application prior to submission.
- Judge the professional awards and make recommendations to the AIOH Council of the proposed winners for Council endorsement
- Prepare and send letters advising award winners and unsuccessful applicants.
- Advise the AIOH allocated staff member of the professional development award winners following Council endorsement.
- Prepare a summary of the award winner required to read out as part of announcing the award winner at the conference, and provide to the Sponsor providing the award.
- Liaise with the award winners including itinerary approval, associated processes during their award travel and tracking fulfilment of award duties, such as presenting at the AIOH annual Conference or writing an article in The Filter.

Activities /Resources

- Develop and maintain award criteria, eligibility, and judging rubrics.
- Coordinate with the Communications & Marketing Committee / Sub Committees to promote awards
- Guide applicants and provide constructive feedback pre-submission.
- Review and score applications using approved rubrics.
- Recommend winners to the AIOH council for final endorsement.
- Notify award winners and unsuccessful applicants with formal communications.
- Communicate recipient details and presentation requirements to sponsors.
- Oversee awardee travel arrangements, itinerary approval, and post-travel reporting.
- Track fulfilment of awardee commitments (e.g., presentations, articles).
- Provide reports to AIOH Council, including routine updates and annual reflections.
- Collaborate with the Conference Committee regarding sponsor involvement and award logistics.
- Respond to Council requests and assist in developing new awards as needed.
- Awards Operational Manual: Procedures, templates, timelines, and sponsor expectations.

AIOH Office Support:

- Promotion of awards across AIOH communication channels.
- Compilation and distribution of applications and scoring materials.
- Communication with applicants and sponsors.
- Administrative support for award logistics and documentation.

Council:

- Endorsement of recommended winners.
- Leadership in sponsor engagement and contract signing.
- Oversight of Council Awards and sponsor obligations.

Sponsorship Agreements: Council-managed documents detailing obligations and entitlements for award sponsors.

Annual Timeline: Predefined activities from award promotion to post-conference follow-up, ensuring timely execution and accountability.

MS Teams or Shared Folders: Document control and storage for award rubrics, scoring, correspondence, and itineraries.