

## Membership Development Sub Committee (MDC)

### Purpose

The purpose of the Membership Development Sub Committee (MD) is to ensure that applications for AIOH Professional Membership levels of the AIOH are assessed fairly, consistently, and in accordance with the criteria and procedures set out in the membership manual. The committee upholds the professional standards of the AIOH by evaluating candidates' qualifications, experience, and suitability for membership.

### Scope

The MD's scope includes:

- Assessing applications for Professional level Membership.
- Recommending membership upgrades.
- Supporting the administration of the membership process (in partnership with AIOH staff and Council).
- Advising on Fellow nominations when requested.
- Providing reporting and transparency to the AIOH Council and AGM.
- Maintaining confidentiality and integrity of the application process.

*Note: Applications for Associate, Student, and Retired membership are not reviewed by the Committee but are managed administratively and ratified by Council.*

### Roles and responsibilities

The role of the Membership Development Sub Committee is to:

- Evaluate applications for admission as a Full Member and Provisional Member of the AIOH in accordance with the procedures and criteria outlined in the membership manual.
- Provide recommendations to the Lead on applications for membership and membership upgrade.

### Activities/Resources

Key activities undertaken by the Membership Development Sub Committee include:

- Ensures reviews are conducted in accordance with the Membership Manual.
- Makes final recommendations to Council regarding applications.

- Resolves differing opinions among reviewers and interviewers.
- Prepares reports for Council meetings and the AGM.
- Recommends new Committee members and Interview Sub Committee members to Council.
- Reviews and evaluates application materials against membership criteria.
- Provides independent, written assessments of suitability.
- Makes recommendations for membership outcomes.
- Monitor and address discrepancies in membership applications.
- Review the Membership Guidelines every three years to ensure accuracy and alignment with current standards.
- Track and analyse trends in membership applications and outcomes to support strategic improvements and planning.

## **Membership and Composition of Committees**

Membership of the Committee shall be drawn from Full or Fellow members of the Institute in good standing with established experience in Institute matters.

### **Interview for Full – Working Group**

The Membership Interview working group is a dedicated working group that supports the MD Sub Committee by conducting interviews for applicants seeking Full membership with the AIOH. These interviews are designed to confirm the applicant's technical competence and professional experience when the written application doesn't fully demonstrate this or when further clarification is required.

The Working Group is made up of experienced Full or Fellow members, ideally holding a COH, who volunteer their time to help uphold AIOH's membership standards. Interviews are held virtually, usually once a month, based on referrals from the MD Sub Committee.

The Sub Committee also plays a role in continuously improving the process, with the ability to make recommendations to the Lead for any updates, adjustments, or improvements to the interview approach or assessment tools.

## Working Group Responsibilities

**Conduct interviews** for Full Membership applicants referred by the MD Sub Committee.

**Assess technical competency**, including the applicant's ability to:

- Conduct risk assessments aligned with occupational hygiene practice.
- Evaluate workplace hazards (processes, equipment, materials, emissions, etc.).
- Interpret data, apply professional judgement, and assess health risks.
- Understand and apply WHS legislation and relevant standards.
- For specialist applicants, ensure interviewers with matching expertise are assigned to the Sub Committee.
- Complete the Interview Assessment Form, including hazard ratings and competency evaluation.
- Submit interview outcomes to the Membership Administrator and MD Lead promptly.
- Document results in Monday.com to track application progress.
- Make a recommendation to Council on whether the applicant meets Full Membership requirements.

**Provide feedback and suggestions** to the MD Lead on improvements to the interview process, tools, or assessment criteria, based on experience and outcomes.

## Confidentiality

All applications are to be treated with strict confidence. The contents of applications will not be disclosed to anyone other than the relevant office staff, Chair, Sub Committee reviewers and interviewers, and the current members of Council.

All documentation relating to applications will be kept in a secure location on the AIOH server. One hard copy of all the relevant application documentation will be kept in the applicant's membership file.

Any copies of documentation printed by the Sub Committee or interviewers for use during the application assessment will be destroyed at the completion of the process.

