

## Professional Development Sub Committee (PD)

### Purpose

To support the AIOH Executive and Council in the development, organisation, and delivery of high-quality training and professional development opportunities that meet the needs of AIOH members and the broader occupational hygiene community. The Committee ensures that educational programs, webinars, courses, and accreditation activities align with the Institute's objectives for professional excellence and capability building.

### Scope

Develops and manages professional development offerings for occupational hygienists at all stages of their careers.

Supports membership grading processes through academic review input.

Oversees the AIOH University Course Accreditation Program (until transferred to a new board).\*

Maintains collaborative links with other AIOH committees such as Membership Development, Communications and Marketing, and the Certification Board.

Ensures all training-related documentation is properly recorded and accessible via AIOH's controlled document register (MS Teams).

### Roles And Responsibilities

The Professional Development Sub Committee (PD) is responsible for:

- Assisting the AIOH Executive and Council in meeting their responsibilities for development, organisation, and delivery of a range of activities in relation to the provision of quality training and professional development opportunities for Institute members and others.
- Assisting the AIOH Executive and Council in meeting the needs of its members and the broader community of occupational hygiene professionals for training and continuing professional development.

### Activities

- Deliver annual technical and management webinar and master class programs.
- Identify emerging and relevant topics and secure high-quality presenters.
- Ensure professional development activities avoid clashes with other AIOH events.

- Prepare the Basic Principles Course (BPC) program and materials annually with Facilitator Leads.
- Maintain and update the list of approved BPC presenters.
- Support ongoing evaluation and enhancement of course materials and delivery methods.
- Propose new education and training initiatives that support career pathways in occupational hygiene and respond to emerging industry needs.
- Supports the Membership Development Sub Committee in assessing the suitability of the academic record of applicants for membership grading where applicable.
- Seek support, advice, or feedback from other AIOH Sub Committees/Boards such as Communications and Marketing or the Certification Board on specific matters.

### Resources

AIOH MS Teams document register for secure and accessible record-keeping.

- Budgeting & Logistics Support from the Treasurer and AIOH Events team
- Course Content such as student manuals, lecture slides, practical exercises, and accreditation documentation.
- Templates & Procedures including the AIOH07 Accreditation Procedure\*.
- Inter-Committee Input via collaboration with Membership Development, Certification Board, and Communications Committees/Sub Committees.
- AIOH Office support – AIOH admin staff for assistance on all matters Events Department for Events, All other via Admin.

### Subgroup State Liaison Officers & State Chapter Meetings

The Professional Development Sub Committee (PD) plays a key role in supporting the AIOH's delivery of quality professional development opportunities for members across all states and territories. A core function of the PD Sub Committee is to work closely with the State Liaison Officers (SLOs), helping to source presenters, topics, and content for state-based professional development events.

The PD Sub Committee helps maintain consistency, quality, and alignment with AIOH's strategic direction for all local PD offerings. While SLOs are responsible for delivering local events, the PD provides guidance, suggestions, and access to a broader network of potential presenters and topics.

The PD operates in a collaborative manner, providing resources and support without overseeing or managing the delivery of individual state events.

### *Responsibilities of the PD Sub Committee*

- Support SLOs by helping source presenters, speakers, and content for local Chapter/Sundowner Meetings/Events.
- Maintain and share a database or network of suitable presenters, specialists, and relevant topics.
- Assist SLOs with ideas for engaging formats, including webinars, workshops, technical sessions, and Sub Committee discussions.

### *Responsibilities of the SLO (State Liaison Officer)*

- Act as the local contact point for members within their state or territory.
- Hold at a minimum 4 Chapter/Sundowners per year, inline as many with the Basic Principles course (in the evening)
- Represent AIOH and its members at the local level, ensuring communication between Council and members is clear and timely.
- Organise and deliver local networking and professional development activities for members.
- Liaise with the PD to source presenters and relevant content for PD events.
- Prepare event budgets and seek approval from the SLO Council Contact via AIOH Administration before incurring costs.
- Ensure events align with AIOH policies, including conflicts of interest, equity, and value for members.

### *ACCREDITATION – TO BE MOVED TO A NEW BOARD*

*Develop, implement, and maintain the AIOH University Course Accreditation Program. This shall include active liaison with institutions seeking accreditation (or re-accreditation) of courses; conduct of accreditation audits; and management of the annual reporting cycle.*

*Accreditation or re-accreditation shall follow the latest version of AIOH07 Procedure for Accreditation of University Courses.*