

Scientific, Technical, and Research Committee (STR)

Disclaimer

This document is an extract of the official AIOH Terms of Reference and is provided for ease of reference. It summarises key responsibilities and functions of the Scientific, Technical, and Research Committee (STR). For the full Terms of Reference and any updates, please refer to the official AIOH governance documents

Scientific, Technical, and Research Committee (STR)

- Public Policy Sub Committee (PP)
- Technical Advisory Sub Committee (TA)
- Research and Innovation Sub Committee (RI)

The STR Committee provides strategic guidance on scientific, technical, and research matters underpinning occupational hygiene practice in Australia. The Committee ensures AIOH maintains a credible, evidence-based voice in policy, technical guidance, and research innovation, supporting members and Council while aligning with the AIOH Strategic Plan.

Committee Structure and Sub- committee

The STR Committee comprises three sub- committee, each with a specialised focus but operating collaboratively to provide cohesive advice and guidance:

Public Policy Sub Committee (PP)

Purpose: Coordinate AIOH's responses to public policy, legislation, and external consultations affecting occupational hygiene. Advocate for evidence-based worker health protection and maintain AIOH's influence in national discussions.

Technical Advisory Sub Committee (TA)

Purpose: Develop and maintain AIOH policy, position statements, and technical guidance, ensuring workplace exposure limits and other standards reflect current scientific knowledge and best practice.

Research and Innovation Sub Committee (RI)

Purpose: Promote and translate occupational hygiene research and innovation into practice. Adoptive research collaborations, provide evidence-based advice to members, and support the development of scientific content for professional activities.

Ex-Officio Members

Representatives from allied institutes or organisations contribute additional expertise, perspective, and collaboration, ensuring AIOH maintains connections across the broader occupational hygiene and related professional community.

Principles: Committee Chair Oversight

- Each Sub Committee has a Lead reporting to the STR Committee Chair.
- STR Chair ensures strategic alignment with AIOH objectives while respecting Sub Committee autonomy.
- Facilitates coordination, identifies emerging issues, and manages feedback across sub- committee.
- Supports integration of ex-officio contributions into Sub Committee discussions.

How the Sub- committee Work Together

Independent but Interconnected

- Sub- committees maintain autonomy for their specialised activities but work collectively to inform AIOH policy, technical guidance, and research priorities.
- Ex-officio members provide cross-institute perspectives that strengthen decision-making and ensure relevance to broader occupational hygiene practice.

Collaborative Feedback Loops

- PP consults TA and RI on technical or research input for submissions and external responses.
- TA consults PP and RI to align technical guidance with emerging policies and research outcomes.
- RI shares research insights to inform policy development and technical guidance, and to support future innovation initiatives.

Information Flow and Coordination

- Regular Sub Committee meetings (quarterly or as needed) to review emerging trends, share insights, and coordinate strategic advice.
- Summary reporting captures trends, research, and external influences while respecting Sub Committee-specific confidentiality.
- High-level coordination ensures outputs reflect the STR Committee's collective expertise and maintain alignment with the AIOH Strategic Plan.

Public Policy Sub Committee (PP)

Scope

The Public Policy Sub Committee (PP) is responsible for providing expert advice and coordinated responses to external issues relating to occupational hygiene and worker health. The Subcommittee monitors emerging issues, engages with government consultations, and leads the development of submissions, ensuring that the AIOH maintains a credible and respected voice in public policy discussions.

Purpose

- To advocate for the protection of worker health through evidence-based contributions to public policy, legislation, standards, and guidance.
- To support the AIOH Council by coordinating timely and informed responses to external matters relevant to occupational hygiene.
- To ensure the AIOH has a proactive presence in influencing national discussions on occupational health hazards and controls.

Role and Responsibilities

The role of the Public Policy is to support the AIOH Council in responding in a timely and coordinated manner to external issues that arise with importance and relevance to the profession of occupational hygiene and in doing so to advocate for the protection of worker health in line with scientific evidence and the aims and strategic direction of the AIOH.

Responsibilities of the Committee include:

- Providing a focal point for coordinating responses to government requests for comment on matters of occupational health.
- Staying abreast of developing issues in occupational health and their importance to the AIOH and highlighting these to the AIOH Council for action.
- Identifying opportunities for the AIOH to contribute to the development of guidelines, standards, information and legislation associated with occupational hazards and providing guidance to Council on how to engage with these processes.
- Reporting back to Council through the President, on issues or opportunities that have been identified and require action.
- Leading submissions on behalf of the AIOH, including taking Counsel, input, and feedback from PP in addition to other AIOH members with relevant expertise.

- Communicating/coordinating with Council on submissions that need endorsement

Activities

- Coordinating the relevant expertise to prepare responses to government requests for comment on matters of occupational health.
- The administrative work of uploading and formatting submissions
- Representing AIOH in external forums that relate to the work of PP.
- Liaising with the AIOH administration team to upload submissions on the AIOH website.
- Responding to external enquiries that come to the AIOH website.
- Staying on top of the latest literature to understand emerging trends.
- Maintaining up-to-date versions of all documents on the AIOH Teams site

Resources

- AIOH Public Policy submission templates and past submission archive.
- Access to the AIOH Teams platform for document management and version control.
- Relevant government consultation portals, regulatory notices, and public inquiry platforms.
- Literature databases, journals, and government reports for emerging trends.
- Support from the AIOH administration team for uploading submissions and maintaining website content.
- Communication platforms (email, Teams) for coordinating with Council, members, and external stakeholders.
- Networks of subject matter experts within the AIOH membership to support submission development and consultation responses.

Membership and Composition of Sub Committees

Membership of this committee will consist of three or more senior members of the AIOH who have the required knowledge, experience, political awareness, and professional networks and must be able to identify and respond to emerging issues in occupational hygiene as they arise. The Sub Committee may at its own discretion, collaborate with other members who may have expertise in a specific area, to help the sub committee perform effectively.

Technical Advisory Sub Committee (TA)

Scope

The Technical Advisory Sub Committee provides expert advice to the AIOH Council and membership on occupational hygiene matters, focusing on the development and maintenance of AIOH's policies and position statements. This includes workplace exposure limits (WELs) and other technical topics relevant to the profession, both within Australia and internationally where appropriate.

The Sub Committee's scope covers:

- Creating and updating policy and position statements on emerging and ongoing occupational hygiene issues.
- Consulting with key stakeholders, including other AIOH committees, to ensure alignment with best practice.
- Overseeing technical guidance related to workplace exposure standards, sampling methods, data interpretation, and the quality of hazard evaluation processes.
- Maintaining relevant technical resources, ensuring they are current and practical for members.
- Supporting the Council by revising policy documents as required and facilitating member consultation on these matters.

Purpose

The purpose of the Technical Advisory Sub Committee is to ensure AIOH's position statements, workplace exposure limits, and related guidance are scientifically robust, practical, and reflect current occupational hygiene knowledge. Through this, the Sub Committee promotes the consistent application of occupational hygiene principles, supporting safe, healthy workplaces by guiding monitoring and exposure assessment practices in line with accepted standards and codes of practice.

Role and Responsibilities

The role of the Technical Advisory Sub Committee is to provide Council and the membership with expert guidance and comment on the creation of AIOH's policy and position statements on occupational hygiene matters, including workplace exposure limits (WELs) and other related technical matters.

The Committee is responsible for:

- Developing new policy and position statements based on emerging issues.
- Regularly reviewing and updating existing policy and position statements.
- Consulting stakeholders, including other AIOH committees, to align policies and position statements with best practices.
- Developing and maintaining position statements related to the WEL setting process, as well as the WELs themselves, as proposed or adopted at a state and federal level and internationally, where applicable.
- Developing and maintaining relevant technical information on appropriate sampling equipment, field sampling and laboratory analysis methodologies, and exposure data interpretation with regards to ensuring the quality and integrity of the process of evaluating workplace hazards against WELs.
- Ensuring technical resources remain up-to-date and relevant (e.g. Silica Hub and Breathe Freely).
- Consult with AIOH members on the development and maintenance of AIOH Technical and Position Papers.
- Revise Policy and Position Papers when deemed necessary by Council, or to keep them up to date.

Objectives

The objectives of the Sub Committee are to:

- Confirm that existing AIOH position statements, workplace exposure limits and codes of practice are modified, expanded or changed based on valid occupational hygiene and scientific principles.
- Promote the application of occupational hygiene principles and practice of monitoring worker exposure to ensure compliance or better with workplace exposure standards and codes of practice to improve and maintain a safe and healthy working environment for all.

Activities

The Committee's activities include:

Development of Position Papers

- While the AIOH is not a regulatory standard setting body, through its Position Papers, the AIOH seeks to provide relevant information to members on substances of interest where there is debate about existing, proposed or absent Australian workplace exposure standards. The intent of Position Papers is for the AIOH to be prepared for timely comment on changes to existing workplace exposure standard values.

Development of Technical Papers

- The Committee shall develop Technical Papers that are supplementary to published and validated methods for sampling and analysis of chemical, physical and biological agents. These will be provided as a resource where the applicable information is not available elsewhere, such as from:
 - Australian Standards (AS)
 - National Association of Testing Authorities (NATA)
 - or in methods published by regulatory organisations (e.g., Safe Work Australia, US National Institute for Occupational Safety and Health (NIOSH) etc)

Development of Guidance Publications

- The Sub Committee may develop guidance publications such as those relevant to workplace exposure assessment on the analysis, reporting and interpretation of exposure data, where considered relevant and necessary by Council.
- The Committee may assist the Public Policy Sub Committee in collecting and compiling member feedback on proposed workplace standards, codes of practice or regulations relevant to workplace exposure assessment, as published by both state and federal regulatory bodies.

Resources

The Technical Advisory Sub Committee is supported by a range of resources to carry out its work effectively, including:

AIOH Administration Support to assist with document management, meeting coordination, version control, and record-keeping through the central document register.

Australian Standards (AS) relevant to occupational hygiene, sampling, and workplace exposure assessment.

National Association of Testing Authorities (NATA) guidance and accredited testing methodologies.

Regulatory publications from bodies such as Safe Work Australia, state regulators, the US National Institute for Occupational Safety and Health (NIOSH), and other international agencies.

Scientific literature and peer-reviewed research to ensure policy positions and technical guidance reflect current evidence.

AIOH internal resources, including existing Position Papers, Technical Papers, Policy documents, and feedback from members and stakeholders.

Technical tools and platforms, such as the Silica Hub, Breathe Freely resources, and any AIOH-developed guidance.

Consultation networks, including other AIOH committees/Sub Committees, subject matter experts, and key external stakeholders for collaboration and review.

These resources, combined with the operational support provided by AIOH admin, enable the Committee to deliver accurate, timely, and practical advice that supports members and the broader profession.

Records and Documentation

All final documents, including government feedback or submissions, Position Papers and/or Technical Papers, arising from the activities conducted by the Committee shall be submitted to a controlled central document register held by the AIOH, such that they are accessible, up to date, securely stored and readily retrievable.

Where any disagreement, dispute or other issue arises, the Council will decide the outcome in the best interests of the AIOH. Advice from other committee Chairs/Sub Committee leads will be sought as and when required.

Research and Innovation Sub Committee (RI)

Scope

The Research and Innovation Sub Committee (RI) plays a strategic role in advancing AIOH's engagement with occupational hygiene research and innovation. The Committee is focused on fostering research collaborations, promoting emerging science, and ensuring that research outcomes are accessible and relevant to members. It also oversees the management of the scientific content for the AIOH Annual Conference, ensuring high-quality, evidence-based content.

The Committee's scope includes:

- Building partnerships with academia, government, and industry to support research aligned with AIOH's mission.
- Translating research into practical outputs such as summaries, webinars, and guidance materials for members.
- Providing strategic advice to Council on emerging research, technologies, and trends impacting occupational hygiene practice.
- Supporting a strong research culture within the AIOH community and encouraging member involvement in research activities.
- Managing the abstract review process, scientific content, and proceedings for the AIOH Annual Conference.

Purpose

The purpose of the RI is to strengthen the link between research, innovation, and occupational hygiene practice. The Sub Committee ensures that AIOH remains informed, connected, and proactive in responding to new research and emerging evidence that impacts worker health protection. By promoting the translation of research into practical tools, advice, and education, the RI contributes to the continuous advancement of the profession.

The RI also serves as a conduit between researchers and practitioners, helping members stay at the forefront of scientific developments and promoting evidence-based practice across the profession.

Role and Responsibilities

The Research and Innovation Sub Committee (RI) plays a strategic and facilitative role in advancing the AIOH's engagement with occupational hygiene-related research. Its focus is on fostering collaboration, promoting innovation, and ensuring that research outcomes are translated into practice and made accessible to AIOH members. This includes managing the scientific content presented at AIOH's annual conference.

The Sub Committee is responsible for:

- In collaboration with AIOH Foundation, identifying and promoting collaborative partnerships with academic institutions, industry bodies, government agencies, and other relevant organisations to support occupational hygiene research aligned with the AIOH's mission and strategic priorities.
- Supporting the communication and translation of research findings into formats that are accessible and meaningful to members, such as summaries, infographics, webinars, or position statements.
- Monitoring emerging research trends, technologies, and innovations in occupational health and hygiene and providing strategic advice to the AIOH Council and other committees on their implications for policy, education, or practice.
- Promoting evidence-based practice within the profession by connecting AIOH members with relevant research outputs and fostering a culture of scientific inquiry and critical appraisal.
- Encouraging and enabling member participation in research, including postgraduate research, collaborative projects, or data-sharing initiatives where appropriate.
- Managing the scientific content at the AIOH annual conference.

Activities

To fulfil its responsibilities, the Sub Committee undertakes a range of strategic and operational activities, including:

- Initiating or supporting collaborative research projects by brokering introductions, offering AIOH endorsement (where appropriate), or facilitating member involvement.
- Creating and curating research communication products for the AIOH membership, such as:
- Plain-language research summaries or "Research Spotlights"
- Webinars and podcasts with researchers (in liaison with the Professional Development Sub Committee)

- Articles for the AIOH Newsletter or website
- Providing briefings to the AIOH Council on new or emerging research areas that warrant attention or advocacy.
- Reviewing significant publications, reports, or white papers in the field to identify relevance to the AIOH mission.
- Advising the Council or relevant committees on opportunities to co-sponsor or contribute to national/international research initiatives or conferences.
- Evaluating member feedback or research interests to inform future activities or partnerships.
- Assisting the Conference Committee and AIOH Events Team to:
 - Call for abstracts and posters
 - Review and select the abstracts for presentation and posters
 - Reviewing submitted papers and preparing the conference proceedings.

Resources

The Research and Innovation Sub Committee is supported by a range of resources, including:

AIOH Administration Support, including assistance from the AIOH Events Team for conference-related tasks, document management, meeting coordination, and communications.

AIOH Foundation, which provides financial and strategic support for research initiatives and partnerships.

AIOH internal platforms, including the AIOH website, newsletter, webinars, and member communications for promoting research outputs and opportunities.

Access to academic networks, universities, and research bodies involved in occupational health and hygiene.

Partnerships with government agencies, industry bodies, and international organisations for collaborative research and knowledge sharing.

Scientific databases, journals, and research repositories to stay informed on current and emerging research relevant to occupational hygiene.

Member expertise, drawing on the collective knowledge, experience, and interests of AIOH members engaged in research or applied science.

Collaboration with other AIOH Committees, particularly the Professional Development Sub Committee and Public Policy Sub Committee, to help disseminate research and influence policy or training where applicable.

Membership and Composition of Sub Committees

Membership of this committee will consist of three or more members of the AIOH with an interest in research and innovation.

The Sub Committee may, at its own discretion, collaborate with other members who may have expertise in a specific area to help the Sub Committee perform effectively.

SCIENTIFIC, TECHNICAL, AND RESEARCH COMMITTEE (STR)

INFORMATION SHEET

ASSOCIATION NUMBER: A0017462LABN

Structure

The Committee structure of the Australian Institute of Occupational Hygienists (AIOH) is designed to ensure good governance, streamline decision-making, and strengthen member and stakeholder engagement.

The structure consists of four (4) Committees, each led by a Chair who provides oversight and direction. Each Committee is supported by a grouping under sub-committee or Sub Committees (group), each led by a Chair who guides the members within their Sub Committee. This approach provides clear leadership, accountability, and alignment with AIOH's strategic priorities.

The sub committee, structure under the Committee is designed to ensure a focused and effective approach to key areas of AIOH's operations.

- ***Stakeholder Relations, Communication, and Marketing Committee (SRCM)*** focuses on external engagement, branding, and external stakeholder interactions.
 - Communications and Marketing Sub Committee (MARCOMMS)
 - External Stakeholder Relations Sub Committee (ESR) (includes Media Ambassador working Group) – formally EAC
- ***Governance, Risk, and Strategy Committee (GRS)*** supports strategic decision-making, ethical governance, and risk management within AIOH's operations.
 - Professional Conduct and Ethics Sub Committee (PCE) – formally Ethics Committee
 - Strategic Advisory and Planning Sub Committee (SAP) – formally SRAC
 - Risk Management Sub Committee (RM) – formally SRAC
- ***Member Advancement and Professional Development Committee (MAPD)*** supports our membership and facilitates career growth through mentorship, training, and recognition programs.
 - Membership Development Sub Committee (MD)
 - Mentoring Sub Committee (Mentoring) (includes Emerging Hygienist Working Group)
 - Professional Development Sub Committee (PD) (includes State Liaisons Officers) – formally PD&E
 - Member Recognition Sub Committee (MRA) – formally Awards

- **Scientific, Technical, and Research Committee (STR)** provides commentary on public policy, develops technical resources, supports research collaborations, and ensures policy relevance.
 - Public Policy Sub Committee (PP) – formally EAC
 - Technical Committee (TA) – formally WEAC
 - Research and Innovation Sub Committee (RI) – New

The AIOH has three (3) independent Boards that operate under the auspices of the AIOH Council, including:

- **RESP-FIT Board (Respirator Fit Testing Accreditation)**
- **COH Board (Certification Oversight)**
- **OH Education Accreditation Board (OHEAB) (University Accreditation). - New**

A graphical representation of the committee structure is provided in [Appendix A](#).

Role, Expectations and Objectives

AIOH Committees and groups play a central role in the functioning of the Institute. They are the holders of AIOH's corporate knowledge and are often consulted in Council's decision-making processes.

The objectives of the AIOH Committees and groups are to:

- Support the Executive and Council to achieve their objectives as outlined in the Strategic Plan and annual Action Plan
- Deliver on the responsibilities set out in their Terms of Reference (ToR)
- Collaborate across Committees and Sub- committee to ensure alignment with the Strategic Plan

This document provides the Terms of Reference for all Committees and groups of the AIOH. While their role is to assist the Executive and Council to meet responsibilities for key projects and requirements, each Committee and groups also has its own specific objectives and deliverables.

Conflict of Interest (COI)

The AIOH is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing, potential, or perceived conflict of interest. All known, potential or perceived conflicts of interest must be managed in accordance with the AIOH [Conflict of Interest Policy](#). The Principle Committee is responsible for bringing this policy to the attention of Sub Committee members and ensuring compliance with that Policy.

Confidentiality and Release of Material

Committee and Sub Committee members must be aware that in the course of their work, they may be privy to confidential financial, legal, personal or commercially sensitive information relating to the operation of the AIOH, of members, applicants for accreditation, partners, stakeholders and/or sponsors.

committee and Sub Committee members are expected to maintain confidentiality of the agenda, agenda materials, discussions, work product and work plans of the committee, unless it is expressly agreed by the Chair/Sub Committee Lead that certain information can be made public.

committee and Sub Committee members must respect the privacy and confidentiality of all information received about the Committee and/or Sub Committee's work and must not divulge such information to parties external to the Executive or Council unless authorised to do so. External parties include the news media, social media, existing or potential AIOH sponsors, environmental and occupational health advocates or activists, government departments, commercial organisations, education institutions, or other agencies. The release of information is the responsibility of Council.

Membership and Composition of Committee

The Chair of an AIOH Committee is appointed by the AIOH Council and is responsible for leading the Committee, ensuring alignment with the AIOH Strategic Plan, and liaising with the AIOH Executive and Council. Council shall not knowingly select a Chair who has a conflict of interest. The Chair role may be shared in a job-share arrangement.

Each Committee is made up of the Chair and Leads of its Sub- committee. Committees may also include ex officio member representatives from other AIOH Committees or external advisors who provide specialised guidance. Chairs and Sub Committee Leads

serve a term of two (2) years, with the possibility of renewal for up to three (3) additional terms.

Membership and Composition of Sub- committee

The Lead of a Sub Committee is appointed by the Chair of the Committee and is responsible for leading the Sub Committee, ensuring alignment with the objectives of its Committee, and liaising with the Committee's Chair. Sub Committee Leads are responsible for selecting members of their Sub Committee, with all appointments subject to Council endorsement. Council shall not knowingly appoint a Sub Committee Chair who has a conflict of interest. The Chair role may be shared in a job-share arrangement. Membership of each Sub Committee is flexible but will normally comprise up to 12 members. Members of Sub- committee may be drawn from any category of the AIOH membership, provided they are financial members in good standing. Specific eligibility requirements for some Sub- committee may apply and will be outlined in their Terms of Reference (ToR). For example:

Members of the Member Recognition Sub Committee must be previous award recipients and not current sponsors of awards

Members of the Membership Development Sub Committee must be Full or Fellow members of the Institute

Where there are more applicants than positions, the Sub Committee Lead may:

- Seek approval from Council to engage additional applicants for specific projects, or
- Place excess applicants on a waiting list to fill any interim vacancy that may arise before the end of the duty cycle.

Sub Committee members are selected to ensure a complementary mixture of professional knowledge, industry experience, skills, and abilities. Sub Committee membership may also include ex officio representatives from other AIOH Committees or external advisors for specialised guidance.

Sub Committee members serve a term of two (2) years, with the possibility of renewal for up to three (3) additional terms.

Sub- committee may also establish short-term project groups, with the approval of the Sub Committee Chair and Chair, to address specific projects or focus areas. These groups are subject to Council endorsement unless they require specific approval at Council level.

Any changes relating to the structure, responsibilities, or membership of a Sub Committee will be documented in its framework, clearly identifying the requirements, expectations, and governance around those changes.

Inductions

The AIOH Membership Manager is responsible for coordinating the induction and onboarding of each new Chair and Sub Lead in liaison with the outgoing Chair/Lead and the AIOH Executive.

Committee and Sub Committee Leads are responsible for conducting the induction and onboarding of their respective Committee or Sub Committee members, with support from the AIOH Membership Manager. This ensures all members understand their roles, responsibilities, and the governance framework of the AIOH.

Documentation

All documentation and records arising from activities conducted by Committees and Sub-committee shall be regularly submitted to Microsoft Teams, as hosted by the AIOH, to ensure they are accessible, up-to-date, and readily retrievable.

All Committee Chairs /Sub Committee Leads will be provided with an AIOH email account. This email is to be the primary channel for all official communications. All documentation must be visible through and have direct access to the relevant Teams channels.

It is the responsibility of the Chair and Sub Committee Leads to ensure that a suitably experienced person is available to record the minutes of meetings. Documentation and records to be maintained include:

- Meeting agendas and minutes
- Procedures
- Reports to Council, including Annual Reports
- Records of completed projects or other activities/tasks

The Chair is also responsible for ensuring that Committee Chairs meetings follow a consistent structure and that all Sub Committee Leads meet together at least four (4) times per year.

Committee Chair Operation

Chairs are responsible for the following:

Liaising with Council on all matters requiring direction or approval, including providing regular updates at Council meetings.

Ensuring requests from the President, Executive, and Council are addressed in a timely and orderly manner.

Identifying and communicating to Council the resources, procedures, and opportunities required by Committees and Sub- committee to perform their duties effectively.

Organising meetings of the Committee and Sub Committee Leads at least four (4) times per financial year, at dates and times that ensure the work of the Committees and Sub-committee can be completed efficiently.

Conducting an annual evaluation of the Committees and Sub- committee, with support from Sub Committee Leads, to assess effectiveness and alignment with AIOH objectives.

Sub Committee and Committee Operations

Sub-committee have considerable autonomy in how they plan and make decisions, while remaining under the oversight of their Committee Chair. Each Sub Committee is led by a Sub Committee Leads, who is responsible for guiding strategic planning and operational activities.

Responsibilities of Committee Chairs

Committee Chairs are responsible for the following activities:

Developing and distributing a meeting agenda in advance of each meeting to enable adequate preparation. Agendas should include a review of progress toward current and proposed work objectives, along with the status of action items.

Ensuring that Committee meetings are properly recorded in minutes, including a summary of discussions and actions arising.

Ensuring all Committee members declare any conflicts of interest (as defined in the AIOH Conflict of Interest Policy) at the start of each meeting, or at the beginning of agenda items where applicable. The Chair will determine whether a declaration requires a member to be restricted or excluded and will record this in the minutes and relevant documents.

Reviewing member participation annually and confirming eligibility for CM points for active service, in accordance with the Requirements for Certification Policy and Procedures.

Reviewing the tenure of Committee members every two years, and determining appropriate lengths of service.

Nominating a delegate if needed to manage workload or accommodate personal circumstances.

Establishing working parties to undertake specific projects or activities.

Maintaining connections with Sub- committee, including ensuring that Sub Committee Leads or representatives attend relevant Committee meetings.

Responsibilities of Sub Committee Members

Completing an induction and familiarising themselves with this document.

Actively contributing to discussions and work within their Sub Committee.

Preparing for and attending scheduled meetings for the entire duration unless pre-agreed with the Sub Committee Lead. Members who miss multiple meetings may be replaced at the Chair/Lead's discretion.

Making relevant and focused contributions during discussions to facilitate efficiency.

Demonstrating flexibility in consensus-building and considering the viewpoints of other members.

Contributing to the workload of the Sub Committee through active participation.

Abiding by the AIOH Code of Conduct, Rules and Statement of Purpose, and Conflict of Interest Policy.

Quorum and Voting

Sub- committee and Committees may conduct discussions on certain matters without a quorum. However, a quorum is required to formally vote on any matter. A quorum shall consist of at least 50% of members of the Sub Committee or Committee, including the Sub Committee Lead or Committee Chair (or their appointed proxy).

Where a Chair/Lead is absent, they may nominate a proxy to act on their behalf for quorum and voting purposes. This ensures continuity and that decision-making can proceed even if key leaders are unavailable.

While it is preferable to operate via consensus, if a vote results in a tie, the Chair/Lead or their appointed proxy shall have an additional casting vote.

Reporting

Reporting to Council

At least one member of Council is assigned as a liaison for each Committee. The Council member may liaise with the Chair as required, outside of scheduled Council meetings. It is encouraged that Council members maintain active communications with the Chair to support the work of the Committee and its Sub- committee.

The Chair is responsible for reporting to Council on matters requiring attention. Typical items include:

Updates on progress of work activities

Items requiring Council endorsement or noting

Items for escalation

Requests for information or guidance on specific matters

Chairs may be asked to attend and present at Council meetings or planning days as required. They should expect to receive adequate briefing and information from the AIOH President and/or Council to enable timely and complete decision-making.

The Chair should also request any documentation, financial, or resource support needed from Council to enable Committees and Sub- committee to achieve their objectives. The level and nature of support is determined by Council, considering priorities, budgets, and specific needs.

An itemised operational annual budget for the Committee is to be submitted by the Chair to Council by May each year for consideration in the AIOH budget. Council will advise the Committee of allocations for the coming financial year.

Reporting to Members

The Chair is responsible for preparing an annual report for AIOH members, outlining the activities and achievements of the Committee and its Sub- committee. This report will typically be published in the AIOH Annual Report in September/October each year.

Sub Committee Leads contribute to these reports by providing updates on their Sub Committee's work, key outcomes, and any challenges or requests for Council consideration. All information is consolidated by the Chair for clarity and consistency.

Decision-Making Process

The decision-making process for Committees and Sub-committee is structured to ensure alignment with the broader objectives, governance framework, and strategic direction of the AIOH. It balances delegated authority with oversight from the Chair, other Committee Chairs, and Council.

Proposal Development

The Sub Committee Lead and members are responsible for developing proposals related to strategic initiatives, operational enhancements, or financial investments within their Sub Committee. Proposals must align with the organisation's strategic plan, objectives, and relevant policies or frameworks.

The Chair is kept informed throughout the development process to ensure oversight and alignment with broader Committee objectives. Guidance from other Committee Chairs may also be sought to ensure consistency with overarching goals.

Delegation of Authority

The Chair and Sub Committee Leads may make decisions without Council approval where:

- The matter is Sub Committee procedural and does not materially affect strategy, risk, or compliance
- Expenditures fall within pre-approved financial thresholds
- The action aligns with previously approved plans, policies, or Council-endorsed frameworks

All decisions made under delegated authority must be documented and submitted via the correct platform to ensure visibility and transparency.

Submission for Approval

All proposals outside delegated authority, particularly those involving significant investments, strategic shifts, or material risk, must be submitted for review and approval by Council. Proposals should include clear objectives, expected outcomes, and supporting data or research.

Endorsement and Implementation

Once approved, the proposal is endorsed and delegated to the Sub Committee for execution. The Sub Committee Lead is responsible for overseeing the implementation of

the initiative, ensuring it aligns with approved objectives and budgetary constraints. The Chair is kept informed throughout the process to maintain oversight and support alignment with broader Committee objectives.

Financial Approval Framework

- Committees and Sub- committee may spend up to a pre-determined threshold without prior Council approval.
- Any expenditure exceeding this threshold must be submitted to Council for approval, including a proposal detailing costs, resource allocation, and expected benefits.
- Guidance from the AIOH Executive may be sought to ensure alignment with the organisation's financial strategy.
- This framework ensures that all significant financial commitments are reviewed and approved before they are incurred.

Performance Evaluation

Regular performance evaluation is essential to identify opportunities for improvement in the Committee and various Committees' operations and effectiveness. A standard evaluation template will be utilised to ensure consistent assessment, documentation, and review.

Annual Evaluation:

- *Format:* Committee review
- *Frequency:* Annually, unless an earlier review is deemed necessary
- *Conducted by:* The Committee
- *Reporting to:* The AIOH Executive leadership

Review of Committee Policy and Procedures

Sub- committee shall regularly and at least every 3 years, review its terms of reference, any related policy and procedures, and make recommendations to Council on appropriate changes.

Committee Specific Terms of Reference

Each Committee has additional Terms of Reference that are applicable to that committee only. They are outlined in the following sections of this document.

The Terms of Reference for the Committee may be amended, varied or modified in writing. Any amendments, modifications or variations need to be endorsed in writing by the AIOH Council.