

AIOH Committee: Stakeholder Relations, Communication, and Marketing Committee (SRCM)

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 Committee: Stakeholder Relations, Communication, and Marketing Committee. For the full Terms of Reference and any updates, please refer to the official AIOH governance documents

Stakeholder Relations, Communication, and Marketing Committee (SRCM)

- Communications and Marketing Sub Committee (MARCOMMS)
- External Stakeholder Relations Sub Committee (ESR)
 - *(includes Media Ambassador Working Group)*

Communications & Marketing Committee Structure and Process

1. Leadership Roles

Chair

- Provides strategic oversight across the Sub- committee.
- Monitors alignment with the AIOH Strategic Plan and Council priorities.
- Acts as a coordination point between Sub- committee and Council.
- Reviews cross-Sub Committee proposals, escalations, and strategic decisions.
- Chairs joint Sub Committee meetings at least quarterly for planning and alignment.

Sub Committee Leads

- Communications & Marketing Sub Committee Lead – manages communications strategy, content, campaigns, and internal messaging.
- External Stakeholder / Media Representatives Sub Committee Lead – manages stakeholder relationships, Media Ambassadors, and external representation.
- Sub Committee Leads are operational leaders; they implement initiatives, manage their teams, and coordinate with the Chair.

2. How Sub- committee Work Together

Shared Planning & Visibility

Both Sub- committee operate under one Committee umbrella with a shared purpose: consistent messaging and stakeholder engagement.

Each Sub Committee provides regular updates via Teams:

- Media Ambassadors log media activity (coverage, interviews, campaigns) in a shared visual list/dashboard.
- External Representatives log stakeholder meetings, feedback, and engagement notes.

- These updates provide the Communications Sub Committee with actionable insights for external communications and AIOH campaigns.

Cross-Sub Committee Coordination

Sub Committee Leads meet to review updates, discuss upcoming priorities, and identify where communications or messaging is required.

Media Ambassadors and Representatives are coordinated to ensure no duplication and consistent messaging.

The Chair is kept in the loop on strategic matters and receives summaries from Sub Committee Leads for visibility and escalation if needed.

3. Decision-Making Process

- Routine Operational Decisions – made by the relevant Sub Committee Lead within the scope of their Sub Committee’s responsibilities.
- Cross-Sub Committee or Strategic Decisions – Sub Committee Leads coordinate with each other; the Chair ensures alignment and can provide guidance or escalate to Council if required.
- Escalation – issues affecting strategy, budget, or risk are escalated by the Chair to Council.

4. Workflow / Information Flow

Activities & Updates

Media Ambassadors log activities → Communications Sub Committee reviews → identifies key items for AIOH messaging.

External Representatives log meetings/events → Communications Sub Committee uses info for targeted campaigns or reporting.

Sub Committee Coordination Meetings

- Sub Committee Leads meet regularly to align priorities, review updates, and decide next steps.
- Chair Oversight
- Receives periodic updates and summaries.
- Ensures alignment with AIOH strategy.
- Supports resource allocation and resolves cross-Sub Committee conflicts.

Council Interaction

- Only matters impacting strategy, budget, or risk are escalated to Council by the Chair.
- Routine operational matters are managed within the Sub- committee.

5. Tools & Documentation

- Teams/SharePoint: central repository for updates, dashboards, documents, minutes.
- Visual Dashboards: for Media Ambassadors and External Representatives to track activities, coverage, and engagement.
- Regular Reports: Sub Committee Leads provide summaries to Chair for oversight and alignment.

Communications and Marketing Sub Committee (MARCOMMS)

Purpose

The Communications and Marketing Sub Committee helps implement the AIOH's communication goals. Its main tasks include developing and executing a communications strategy aligned with the Strategic Plan.

Scope

The AIOH Communications and Marketing Sub Committee is responsible for supporting the AIOH's communication goals outlined in the Strategic Plan. The committee's key duties include developing and implementing a Communications and Marketing Strategy, promoting the Institute and the field of occupational hygiene, providing advice on communication methods, and overseeing the production of "The Filter" magazine. They are also to assist AIOH staff in recommending financial investments related to communication strategies and ensuring consistency in messaging. The committee will receive support from the AIOH Administrative Team for content publication, formatting, and distribution across channels.

Roles and Responsibilities

The role of the AIOH Communications and Marketing Committee is to:

- Support the communication objectives and actions identified in the AIOH Strategic Plan.
- Support the AIOH through positively promoting the Institute and the field of occupational hygiene to members and key stakeholders.
- Document a Communications and Marketing Strategy for approval by AIOH Council.
- Implement the AIOH Council-approved Communications and Marketing Strategy.
- Make recommendations to Council for financial investments in relation to communication and marketing strategies.

Activities/Resources

The Committee should expect to:

- Have access to the AIOH Strategic Plan and relevant documents, to enable the development and documentation of an effective Communications and Marketing Strategy for Council endorsement.

Receive support from the AIOH Administrative Team in the form of:

- Publishing the AIOH Magazine, “The Filter”
- Formatting content as per the AIOH Brand Guidelines
- Posting content to various channels as per the Communications and Marketing Strategy, inclusive of the AIOH website and social media channels
- Assist the current AIOH Council, the Media Ambassador Working Group, and the External Stakeholder Relations Sub Committee in delivering targeted external communications as the need arises, including Media Releases, letters to key stakeholders and fact/information sheets.
- AIOH staff are to be informed of planning projects and will provide assistance in alignment with the Delegation Framework Policy. Their role is to support the Committee as needed, ensuring that activities are effectively executed within AIOH’s operational structure.
- An allocated AIOH staff member should attend committee meetings to facilitate administrative coordination and ensure that planning remains aligned with organisational processes
- The Chair should be updated on strategy planning or decisions.

External Stakeholder Relations Sub Committee (ESR)

Scope

The External Stakeholder Relations Sub Committee (ESR) is responsible for maintaining and building relationships with key external stakeholders including other allied associations, industry, government, the public, and academia.

The Sub Committee focuses on relationship-building, networking, and fostering long-term collaborations that advance occupational hygiene awareness, influence, and impact.

The ESR does not manage government advocacy, AIOH policy development, or technical guidance.

Purpose

- To ensure AIOH has strong, collaborative partnerships that support its strategic objectives.
- To give AIOH a credible presence within key external networks.
- To connect AIOH and its members with relevant stakeholders for knowledge sharing and collaboration.
- To support AIOH's visibility, influence, and voice in matters relating to occupational hygiene.

Roles and Responsibilities

The role of the External Stakeholder Relations Sub Committee is to:

- Maintain and build relationships with key external stakeholders, including other allied associations, industry, government, the public, and academia.
- Ensure AIOH has strong, collaborative partnerships that advance occupational hygiene awareness, influence, and impact. The Sub Committee focuses on relationship-building, networking, and long-term collaboration across multiple external groups.

The Sub Committee does not handle government advocacy, AIOH policy development, or technical guidance.

Key Responsibilities include:

- Identifying, engaging, and maintaining relationships with industry groups, other professional associations, academic institutions, and regulators, to ensure that the AIOH has a voice on matters of occupational health and hygiene.
- Promoting partnerships to support AIOH's objectives.
- Represent AIOH in external stakeholder discussions, forums, and events.

- Support other AIOH committees/sub Committees by connecting them with relevant stakeholders.
- Maintain a stakeholder database and develop strategies for long-term engagement.

Activities

Committee activities include, but are not limited to, the following:

- Identifying emerging issues of occupational health importance through maintaining the necessary networks of media, government, industry and organisational contacts.
- Reporting back to Council through the President, on issues or opportunities that have been identified and require action.
- Assisting the current AIOH President and the Communication and Marketing Sub Committee, in delivering targeted external communications as the need arises, including Media Releases, letters to key stakeholders and fact/information sheets.
- Reviewing information from Member representatives and following up with Council on any items that AIOH representatives raise.
- Recommending member representatives to the Council. This includes drafting EOIs, and creating a selection process, where required.
- Liaising with AIOH administrative team to keep the Member representatives page up to date on the website.
- Organising and preparing AIOH representatives to meet with members of parliament (Briefing notes, collateral, key asks)
- Reviewing MoUs with other associations (e.g. ALGA) and coordinating them.

Resources

- AIOH strategic plans, operational guidelines, and policies.
- Relevant templates, databases, and registers maintained by the AIOH.
- Microsoft Teams and AIOH SharePoint for document management.
- Administrative support from the AIOH office where required.
- Communication tools, meeting platforms, and member directories.
- Any specific committee documentation referenced within the committee's operational framework.

External Stakeholder Register

In meeting the committee functions, detailed and the undertaking of activities, the Committee shall be responsible for the development and upkeep of the [External Stakeholder Register](#).

This register shall contain:

- an up-to-date listing of all external stakeholder organisations that the AIOH may potentially engage or work with,
- the relevant contact details of the stakeholder,
- a current list of media contacts, and
- For all external stakeholder groups that require an AIOH representative, the name and contact details of the AIOH member who has been appointed to represent the AIOH.

The External Affairs Stakeholder Register is located in the External Affairs SharePoint Site.

AIOH Member Representatives

For all external stakeholder groups that have an appointed AIOH representative, the roles and responsibilities of these representatives shall be clearly defined and documented. Refer to Member Representatives policy

Media Ambassador Working Group

The Media Ambassador Working Group manages and coordinates AIOH's presence in the media through trained spokespersons (Media Ambassadors). Refer to Media Ambassadors play book

The Media Ambassadors shall be responsible for:

- maintaining the processes to allow internal stakeholders, such as the AIOH President, and the Executive to develop and deliver timely media releases.
- monitoring the current political and commercial environment for issues relating to occupational hygiene and worker health and flagging any issues that may require an AIOH response to the current AIOH President, in a timely manner.
- recruiting, training, and coordinating AIOH Media Ambassadors to act as official spokespersons.
- developing key messaging and talking points on occupational hygiene topics.
- facilitating media interviews, press statements, and expert commentary in response to media inquiries.
- monitoring public discourse and identify opportunities for AIOH to contribute expert opinions.
- working with the External Stakeholder Relations Sub Committee (ESR) (as a working group) to align messaging with broader stakeholder engagement efforts
- proactively develop media content (articles in newsletters, journals, podcasts, etc.) to help promote the field of occupational hygiene and raise public awareness about occupational health issues.

The Sub-Committee's role is to ensure that AIOH has knowledgeable, prepared representatives to communicate its mission, positions, and expertise to the public and media outlets.

Membership of the Sub-Committee

Membership must be approved by Council and is based on the person's ability to communicate effectively and represent AIOH's best interests in the media. Members may choose to focus on either reactive media-related work and/or proactive media content (e.g. media releases) and provision of support to those undertaking reactive work.

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.

