

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.