AIOH Governance, Risk and Strategy Advisory Committee (GRSAC) Terms of Reference

This document is an excerpt from AIOH Board and Committees Structure, Role, Operation and Terms of Reference for the Governance, Risk and Strategy Advisory Committee (GRSAC)

Australia Institute of Occupational Hygienists Inc.

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Governance, Risk and Strategy Advisory Committee (GRSAC)

Unless otherwise specified within a committee, sub-committee or board terms of reference, the governance requirements contained in Part A of the AIOH Board and Committees Structure, Role, Operation and Terms of Reference .

This includes requirements relating to:

- conflict of interest
- confidentiality
- membership and appointments
- documentation and records
- governance workflow
- reporting requirements
- financial management and delegations
- decision-making processes
- risk management and escalation
- performance evaluation
- review of this procedure.

Governance, Risk and Strategy Advisory Committee (GRSAC)

Purpose

The Governance, Risk and Strategy Advisory Committee (GRSAC) supports the AIOH by providing strategic advice, governance oversight and risk management guidance to Council.

The committee seeks to support effective governance, ethical conduct, strategic planning and risk-informed decision-making across the AIOH.

Responsibilities

The responsibilities of the committee include:

- providing advice and recommendations to Council on governance matters
- supporting development, implementation and review of the AIOH Strategic Plan
- promoting good governance practices across committees, sub-committees and boards
- reviewing governance policies, procedures and frameworks
- monitoring strategic risks and emerging governance issues
- coordinating activities across the Professional Conduct and Ethics Sub-Committee and Strategy, Risk and Advisory Sub-Committee
- providing advice to Council regarding governance, strategic and risk management matters
- supporting continuous improvement of governance systems and processes.

Membership

The committee shall comprise:

- a chair appointed by Council (normally, the immediate past President fills this role)
- the lead of the Professional Conduct and Ethics Sub-Committee
- the lead of the Strategy, Risk and Advisory Sub-Committee
- additional members appointed by Council, as required.

The chair is responsible for appointing the leads of the sub-committees.

The chair may appoint additional sub-committee members in consultation with the relevant lead.

The committee may establish working groups, where required, to support the delivery of specific projects or activities.

Professional Conduct and Ethics Sub-Committee (PCE)

Purpose

The Professional Conduct and Ethics Sub-Committee (PCE) supports the AIOH's commitment to high standards of professional conduct, ethics and integrity within the occupational hygiene profession.

Operating under the GRSAC, the sub-committee considers matters referred to it relating to professional conduct and breaches of the AIOH Code of Ethics, and provides Council with findings and recommendations to inform its decisions. The sub-committee also supports the development, review and administration of AIOH policies, procedures and guidance relating to professional conduct and ethics, and promotes awareness of ethical standards across the membership.

Responsibilities

The responsibilities of the sub-committee include:

- promoting ethical conduct and professional standards within the AIOH
- supporting the development and review of ethics-related policies, procedures and guidance
- providing advice to Council on professional conduct and ethics matters
- considering matters referred by Council relating to professional conduct and ethics
- undertaking reviews or investigations, as requested by Council, and in accordance with approved AIOH procedures
- making recommendations to Council regarding professional conduct and ethics matters
- monitoring emerging ethical issues relevant to occupational hygiene and professional practice
- supporting education and awareness regarding ethical conduct and professional responsibilities.

Independence

The sub-committee shall undertake its responsibilities in an objective, impartial and confidential manner.

Where professional conduct matters are referred to the sub-committee, recommendations shall be provided to Council for consideration and determination.

Nothing in these terms of reference authorises the sub-committee to impose disciplinary outcomes or sanctions unless specifically delegated by Council.

Decision-Making Authority

The Professional Conduct and Ethics Sub-Committee is responsible for investigating matters referred to it, gathering relevant information, and providing recommendations to Council. The sub-committee does not have the authority to determine breaches of the Code of Ethics, impose sanctions, suspend membership, expel members, or otherwise take disciplinary action. All findings and recommendations of the sub-committee are subject to consideration and determination by Council in accordance with the AIOH Rules and Statement of Purpose, Code of Ethics, and relevant policies and procedures.

Any vexatious complaints made by a Member may also be subject to investigation for potential breaches of the AIOH Code of Ethics.

Scope Exclusions

The sub-committee will not investigate:

- purely commercial disputes, contractual disagreements, or business competition matters
- matters that do not relate to an alleged breach of the AIOH Code of Ethics
- complaints that are not supported by sufficient information or evidence to enable reasonable assessment.

All complaints must be submitted in writing and include sufficient detail to support assessment and investigation, where warranted.

Activities

Activities of the PCE Sub-Committee include:

- regularly reviewing and updating the AIOH Code of Ethics to align with evolving professional standards
- developing guidelines and advisory resources to support ethical decision-making among Members
- offering expert advisory support for members seeking guidance on ethical matters
- developing training materials, workshops, or webinars on ethical issues in occupational hygiene
- publishing articles or case studies to promote ethical awareness and accountability among members
- facilitating ethics mentoring programs to strengthen ethical leadership within AIOH.
- accessing legal advisors for ethical matters with legal implications, via Council

- developing and refining confidential investigation tools and case management templates for documenting complaints
- periodically assessing ethical complaints and trends to inform policy improvements
- benchmarking against ethical standards from other professional associations.

Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Governance, Risk and Strategy Advisory Committee
- members appointed by the chair in consultation with the lead
- additional members or advisors appointed, as required.

Members should collectively possess experience and knowledge relating to professional conduct, governance, ethics and occupational hygiene practice.

Strategy, Risk and Advisory Sub-Committee (SRA)

Purpose

The Strategy, Risk and Advisory Sub-Committee (SRA) supports the AIOH by providing advice on strategic direction, organisational priorities, emerging opportunities and organisational risks.

The sub-committee assists Council and the Governance, Risk and Strategy Advisory Committee by promoting a forward-looking, risk-informed approach to decision-making and organisational development.

Responsibilities

The responsibilities of the sub-committee include:

- supporting development and review of the AIOH Strategic Plan
- monitoring progress against strategic objectives
- identifying emerging opportunities, challenges and trends that may affect the AIOH
- supporting strategic planning activities and workshops
- providing advice on organisational priorities and future directions
- supporting development and maintenance of the AIOH risk management framework
- monitoring strategic, operational, financial, legal and reputational risks
- reviewing the effectiveness of risk controls and mitigation strategies
- maintaining oversight of the organisational risk register
- providing advice and recommendations to the committee and Council on strategic and risk-related matters
- promoting risk awareness and risk-informed decision-making across the AIOH
- contributing to organisational planning and continuous improvement activities.

Activities

The activities of the Strategy, Risk and Advisory Sub-Committee include:

- conduct a biennial review of the current AIOH Strategic Plan to assess alignment with organisational goals and external trends
- collect and analyse input from the AIOH Executive, committees, sub-committees, and members to inform updates to the Strategic Plan.
- draft proposed amendments or new strategic priorities for presentation to the Executive
- identify gaps or emerging opportunities not currently addressed in the Strategic Plan.

- document and maintain the AIOH enterprise risk register, ensuring risks are recorded, rated, and updated as needed
- conduct an annual review of the risk register and highlight key risks requiring Executive attention or mitigation
- escalate emerging or unresolved risks that could affect performance, funding, or reputation
- request and review the Auditor's Management Report annually, ensuring any identified issues are addressed
- endorse, where appropriate, the Auditor's report to Council through a formal statement of support
- evaluate the external Auditor's performance and make recommendations to Council on continuation or change
- recommend updates or new financial and business risk management policies (e.g. insurance, investments)
- review and provide feedback on the annual financial statements before submission to the Executive
- ensure WHS policies and practices are effectively implemented and regularly reviewed within the AIOH
- review operational practices and records for compliance with policies and regulations
- track and report on the status of operational policy reviews to ensure all are updated within required timeframes
- periodically assess AIOH's insurance coverage to ensure adequacy, value, and suitability for the organisation's current risk profile.

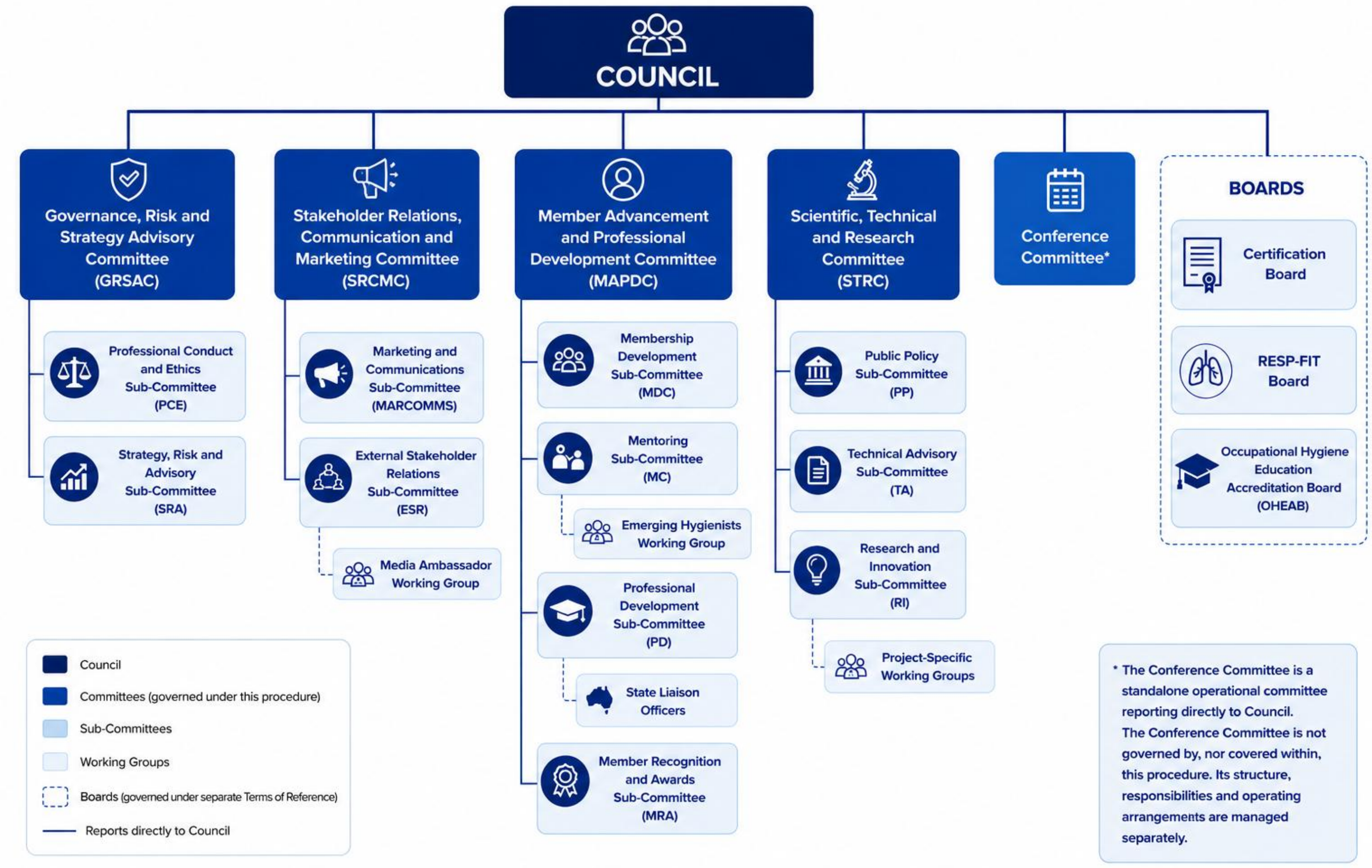
Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Governance, Risk and Strategy Advisory Committee
- members appointed by the chair in consultation with the lead
- additional members or advisors appointed, as required.

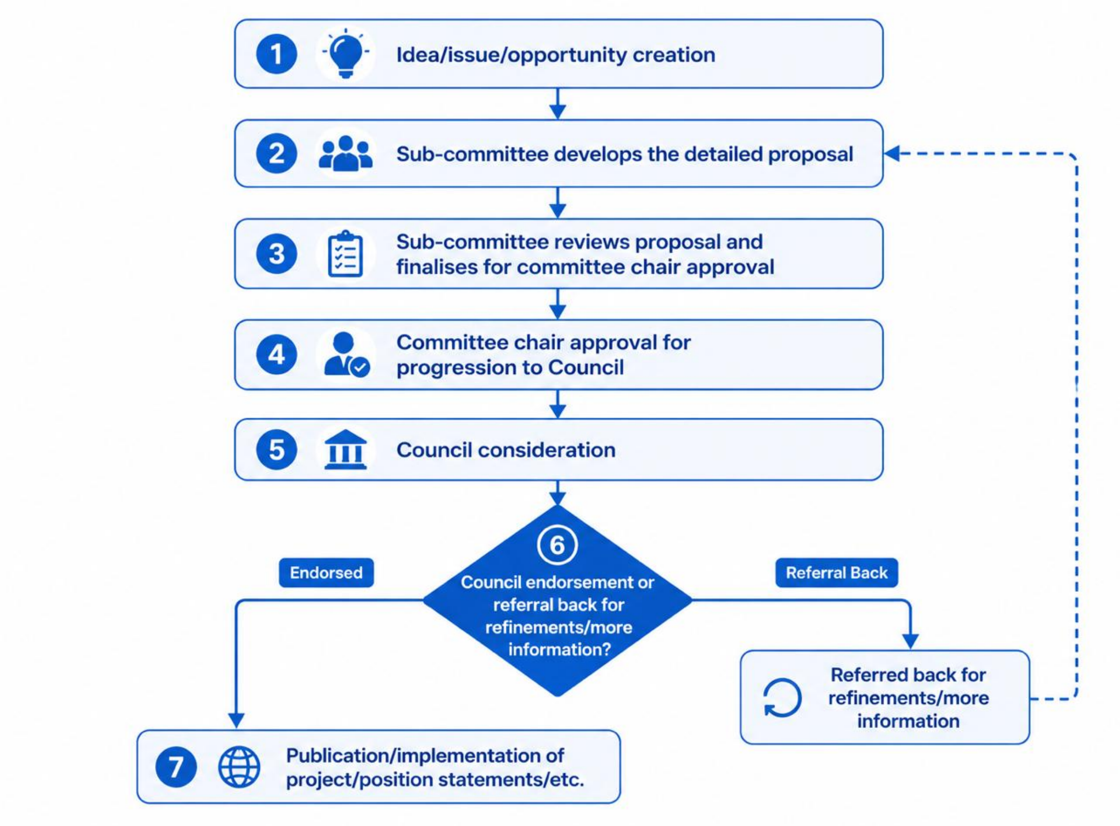
Members should collectively possess knowledge and experience relevant to strategy, governance, leadership, organisational development and risk management.

APPENDIX A - OVERVIEW OF COMMITTEE STRUCTURE



GOVERNANCE WORKFLOW

The following workflow applies to the development of submissions, position papers, technical papers, guidance documents, frameworks, recommendations and other significant outputs developed on behalf of the AIOH.



The purpose of the governance workflow is to:

- support consistent governance practices
- ensure appropriate review and consultation occurs
- maintain transparency and accountability
- provide a clear pathway for decision-making
- ensure Council oversight of significant AIOH outputs

No submission, position paper, technical paper, guidance document, framework or major recommendation may be submitted to Council without prior approval for progression by the relevant chair.

Council endorsement is required before publication or release unless delegated otherwise by Council.

APPOINTMENTS, REPORTING AND DEFINITIONS

Appointments

Position	Appointed By
Committee chair	Council
Board chair	Council
Committee member	Council
Sub-committee lead	relevant committee chair
Sub-committee member	committee chair in consultation with the relevant lead
Board member	relevant board chair
Working group member	relevant chair or lead

Reporting Relationships

Position	Reports To
Sub-committee member	Lead
Lead	Chair
Chair	Council
Board chair	Council
Board member	board chair
Working group	sponsoring sub-committee, committee or board