

AIOH Member Advancement and Professional Development Committee (MAPDC) Terms of Reference

This document is an excerpt from AIOH Board and Committees Structure, Role, Operation and Terms of Reference for the Member Advancement and Professional Development Committee (MAPDC)

Australia Institute of Occupational Hygienists Inc.

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Member Advancement and Professional Development Committee (MAPDC)

Unless otherwise specified within a committee, sub-committee or board terms of reference, the governance requirements contained in Part A of this procedure apply.

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.

Member Advancement and Professional Development Committee (MAPDC)

Purpose

The Member Advancement and Professional Development Committee (MAPDC) supports the attraction, engagement, development, recognition and retention of AIOH members.

The committee seeks to enhance the value of membership and support the professional growth of occupational hygienists throughout all stages of their careers.

Responsibilities

The responsibilities of the committee include:

- supporting initiatives that enhance member value and engagement
- promoting pathways for professional growth and advancement
- supporting recruitment and retention of members
- supporting mentoring and professional development opportunities
- recognising and celebrating member achievements
- monitoring member needs and emerging trends affecting the profession
- coordinating activities across the Membership Development Sub-Committee, Mentoring Sub-Committee, Professional Development Sub-Committee and Member Recognition and Awards Sub-Committee
- providing advice and recommendations to Council on matters relating to member engagement and development
- supporting implementation of membership-related strategic priorities.

Membership

The committee shall comprise:

- a chair appointed by Council
- the lead of the Membership Development Sub-Committee
- the lead of the Mentoring Sub-Committee
- the lead of the Professional Development Sub-Committee
- the lead of the Member Recognition and Awards Sub-Committee

- additional members appointed by Council, as required.

The chair is responsible for appointing the leads of subordinate 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.

1. Membership Development Sub-Committee (MD)

Purpose

The Membership Development Sub-Committee supports the growth, engagement and retention of the AIOH membership.

The sub-committee seeks to ensure that membership remains relevant, valuable and responsive to the needs of current and future occupational hygienists.

Responsibilities

The responsibilities of the sub-committee include:

- evaluating applications for admission as a Full Member and Provisional Member of the AIOH in accordance with the procedures and criteria outlined in the membership manual
- providing recommendations to the Lead on applications for membership and membership upgrade
- supporting initiatives to attract new members
- supporting strategies to retain existing members
- monitoring member engagement and participation
- identifying opportunities to improve member services and benefits
- supporting development and review of member grades and pathways
- seeking feedback from members regarding their needs and expectations
- promoting engagement with AIOH activities and opportunities.

Activities

Key activities undertaken by the Membership Development Sub Committee include:

- assessing applications for Professional-level Membership
- recommending membership upgrades
- supporting the administration of the membership process (in partnership with AIOH staff and Council)
- advising on Fellow nominations, when requested
- providing reporting and transparency to the AIOH Council and AGM
- maintaining confidentiality and integrity of the application process
- ensuring reviews are conducted in accordance with the Membership Manual
- making final recommendations to Council regarding applications

- resolving differing opinions among reviewers and interviewers
- preparing reports for Council meetings and the AGM
- reviewing and evaluating application materials against membership criteria
- providing independent, written assessments of suitability
- making recommendations for membership outcomes
- monitoring and addressing discrepancies in membership application
- reviewing the Membership Guidelines every three years to ensure accuracy and alignment with current standards
- tracking and analysing trends in membership applications and outcomes to support strategic improvements and planning.

Note: Applications for Associate, Student, and Retired membership are not reviewed by the Committee but are managed administratively and ratified by Council.

Interview for Full – Working Group

The Membership Interview working group is a dedicated working group that supports the MD sub-committee by conducting interviews for applicants seeking Full membership with the AIOH. These interviews are designed to confirm the applicant's technical competence and professional experience when the written application doesn't fully demonstrate this or when further clarification is required.

The Working Group is made up of experienced Full or Fellow members, ideally holding a COH, who volunteer their time to help uphold AIOH's membership standards. Interviews are held virtually, usually once a month, based on referrals from the MD Sub-Committee.

The sub-committee also plays a role in continuously improving the process, with the ability to make recommendations to the lead for any updates, adjustments, or improvements to the interview approach or assessment tools.

Working Group Activities

Activities of this working group include:

- conducting interviews for Full Membership applicants referred by the MD Sub Committee
- assessing technical competency, including the applicant's ability to:
 - conduct risk assessments aligned with occupational hygiene practice
 - evaluate workplace hazards (processes, equipment, materials, emissions, etc.)
 - interpret data, apply professional judgement, and assess health risks

- understand and apply WHS legislation and relevant standards.
- for specialist applicants, ensuring interviewers with matching expertise are assigned to the sub-committee
- completing the Interview Assessment Form, including hazard ratings and competency evaluation
- submitting interview outcomes to the Membership Administrator and MD Lead promptly
- documenting results in Monday.com to track application progress
- making a recommendation to Council on whether the applicant meets Full Membership requirements.

Provide feedback and suggestions to the MD Lead on improvements to the interview process, tools, or assessment criteria, based on experience and outcomes.

Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Member Advancement and Professional Development Committee
- members appointed by the chair in consultation with the lead
- additional members or advisors appointed, as required.

Membership of the Committee shall be drawn from Full or Fellow members of the Institute in good standing with established experience in Institute matters.

2. Mentoring Sub-Committee

Purpose

The Mentoring Sub-Committee supports the professional development of members through mentoring, networking and career development initiatives.

The sub-committee seeks to foster professional growth, knowledge sharing and connection between members at different career stages.

Responsibilities

The responsibilities of the sub-committee include:

- developing and supporting mentoring programs
- facilitating connections between mentors and mentees
- supporting career development initiatives
- supporting engagement of emerging occupational hygienists
- promoting knowledge sharing and professional networking
- identifying opportunities to strengthen member capability and confidence
- supporting succession planning within the profession
- providing advice to the committee regarding mentoring and career development matters.

Activities

Activities of the Mentoring Sub-Committee include the administration, promotion and development of the AIOH mentoring program, including but not limited to:

- allocating mentors
- maintaining mentor databases
- tracking mentoring participation
- monitoring mentoring outcomes.

Emerging Hygienist Working Group

The Emerging Hygienists Group (EHG) supports the engagement, development and professional growth of AIOH Student, Associate and Provisional Members. The group provides a peer-led forum that encourages networking, knowledge sharing, collaboration and participation in the occupational hygiene profession. Through connection with fellow emerging hygienists and the broader AIOH community, the group supports members in building professional networks, developing their capabilities and progressing towards Full Membership.

Activities

The activities of the Emerging Hygienists Group may include:

- providing opportunities for Student, Associate and Provisional Members to connect, collaborate and build professional networks
- facilitating peer-to-peer learning, knowledge sharing and informal mentoring among members
- promoting awareness of AIOH mentoring programs, professional development opportunities, events and member resources
- encouraging participation in AIOH activities, committees, working groups and professional initiatives
- supporting members in their progression towards Full Membership and professional advancement
- maintaining online communities and communication channels that support engagement and information sharing
- identifying issues, opportunities and areas of interest relevant to emerging occupational hygienists
- providing feedback and insights to the Mentoring Sub-Committee regarding the needs, experiences and perspectives of early-career members
- supporting initiatives that enhance member engagement, inclusion and retention within the profession
- fostering a welcoming, inclusive and supportive community for members entering the occupational hygiene profession.

Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Member Advancement and Professional Development Committee
- members appointed by the chair in consultation with the lead
- additional members or advisors appointed, as required.

3. Professional Development Sub-Committee (PD)

Purpose

The Professional Development Sub-Committee (PD) supports the ongoing professional development of AIOH members through the provision of high-quality educational, training and continuing professional development opportunities.

The sub-committee seeks to support members in maintaining and advancing their professional knowledge, skills and competencies throughout their careers.

Responsibilities

The responsibilities of the sub-committee include:

- identifying professional development needs of members
- supporting the planning and delivery of professional development activities
- supporting the development and review of continuing professional development opportunities
- supporting webinars, workshops, seminars, conferences and training programs
- identifying emerging topics and educational priorities relevant to occupational hygiene
- supporting collaboration with other committees, sub-committees and external organisations on professional development initiatives
- promoting participation in professional development activities
- providing advice to the committee regarding professional development matters.

Activities

The key activities of the PD sub-committee include:

- delivering the annual technical and management webinar and master class program
- identifying emerging and relevant topics and securing high-quality presenters
- ensuring professional development activities avoid clashes with other AIOH events
- overseeing the Basic Principles Course (BPC) program and materials in conjunction with Facilitator Leads
- maintaining and updating the list of approved BPC presenters
- supporting ongoing evaluation and enhancement of course materials and delivery methods

- proposing new education and training initiatives that support career pathways in occupational hygiene and respond to emerging industry needs
- seeking support, advice, or feedback from other AIOH sub-committees/boards such as Communications and Marketing or the Certification Board on specific matters.

State Liaison Officers

State Liaison Officers operate under the Professional Development Sub-Committee.

State Liaison Officers support the AIOH through:

- facilitating local member engagement activities
- supporting the delivery of local professional development events
- promoting AIOH activities within their jurisdiction
- identifying local member needs and opportunities
- supporting communication between members and the AIOH
- providing local insights and feedback to the sub-committee.

Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Member Advancement and Professional Development Committee
- members appointed by the chair in consultation with the lead
- State Liaison Officers
- additional members or advisors appointed, as required.

4. Member Recognition and Awards Sub-Committee (MRA)

Purpose

The Member Recognition and Awards Sub-Committee (MRA) supports the recognition and celebration of outstanding contributions to occupational hygiene, the AIOH and the broader profession.

The sub-committee seeks to encourage excellence, acknowledge achievement and promote the value of professional contribution and leadership within the occupational hygiene community.

Responsibilities

The responsibilities of the sub-committee include:

- administering AIOH awards, honours and recognition programs
- reviewing and recommending award nominations
- supporting the development and review of award criteria and processes
- promoting awareness of AIOH awards and recognition opportunities
- identifying opportunities to recognise significant contributions to the profession
- supporting initiatives that celebrate member achievements and contributions
- providing recommendations to the committee and Council regarding awards and recognition matters
- maintaining the integrity, transparency and fairness of awards processes.

Activities

Activities of the MRA sub-committee include:

- developing and maintaining award criteria, eligibility, and judging rubrics
- coordinating with the Communications and Marketing Committee to promote awards
- guiding applicants and providing constructive feedback pre-submission
- reviewing and scoring applications using approved rubrics
- recommending winners to the AIOH council for final endorsement
- notifying award winners and unsuccessful applicants with formal communications
- communicating recipient details and presentation requirements to sponsors
- overseeing awardee travel arrangements, itinerary approval, and post-travel reporting
- tracking fulfilment of awardee commitments (e.g., presentations, articles)

- providing reports to AIOH Council, including routine updates and annual reflections
- collaborating with the Conference Committee regarding sponsor involvement and award logistics
- responding to Council requests and assisting in developing new awards, as needed.

Membership

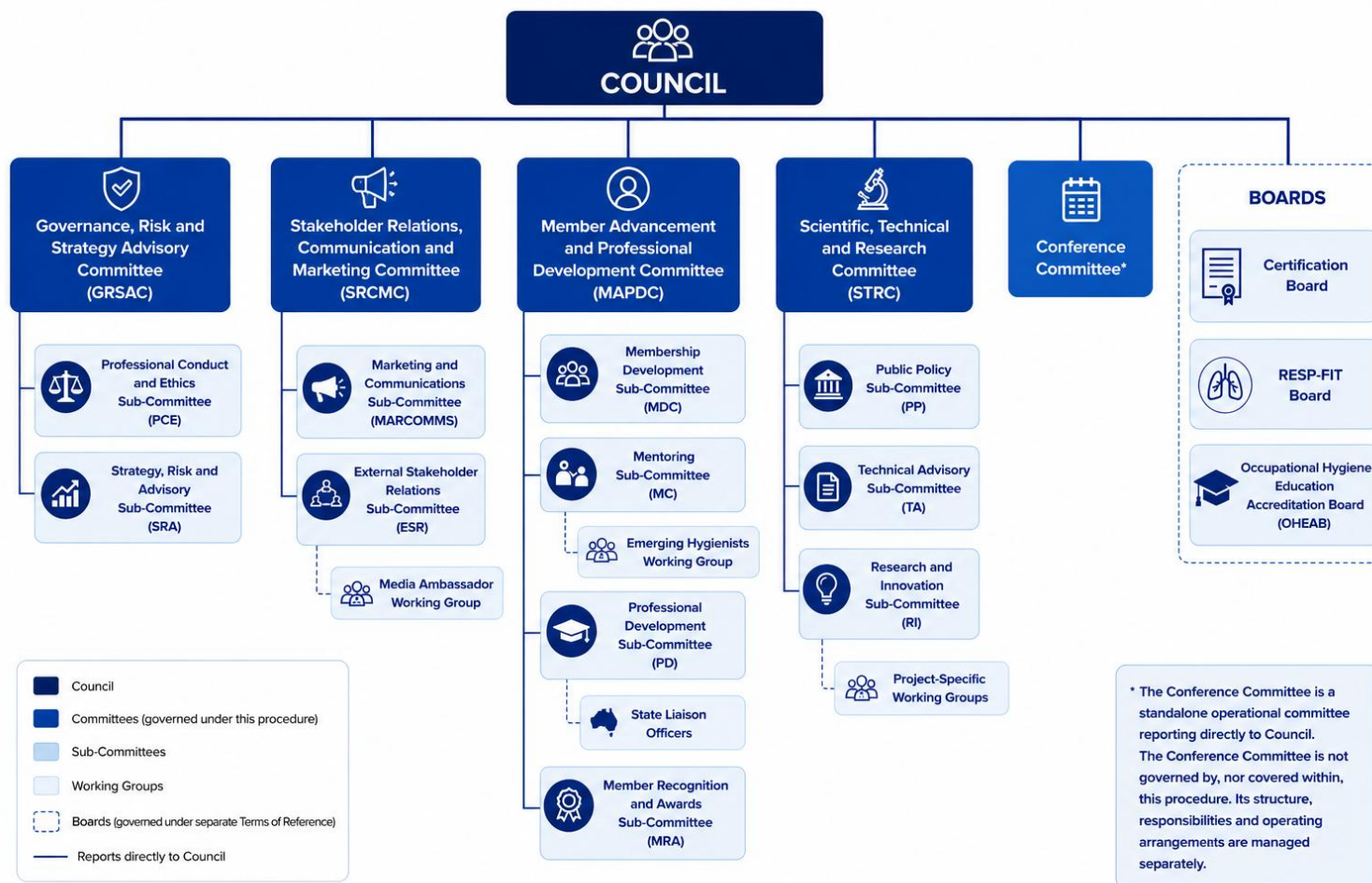
The sub-committee shall comprise:

- a lead appointed by the chair of the Member Advancement and Professional Development 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 relating to occupational hygiene, professional achievement, leadership and member recognition.

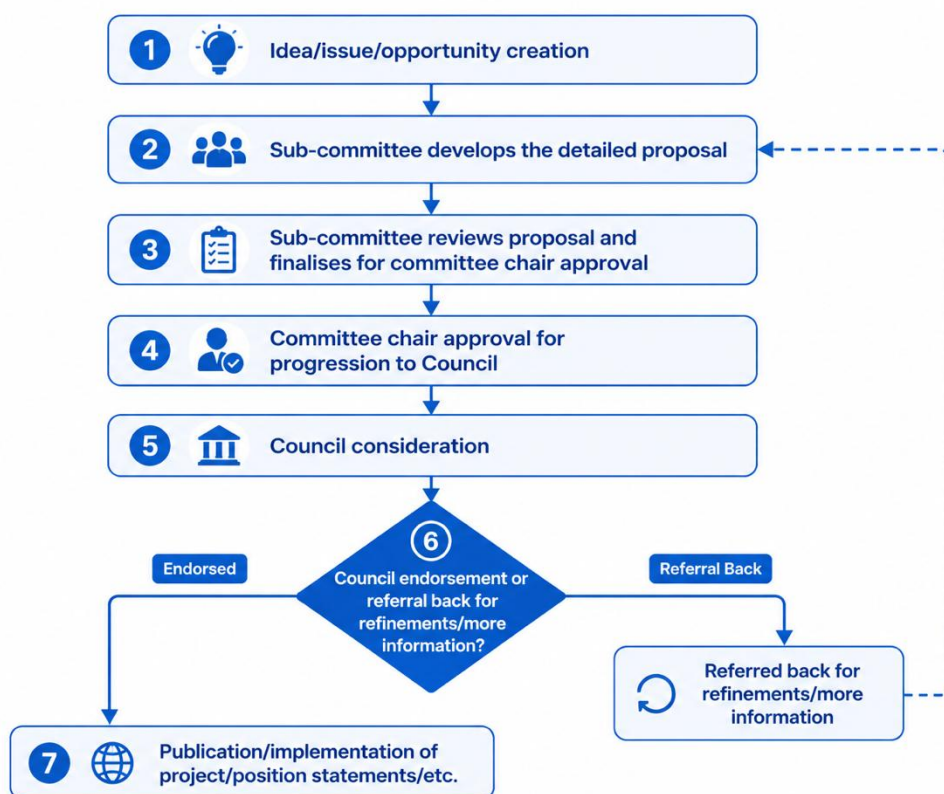
Members should normally be previous recipients of an AIOH professional development or recognition award and must not be current sponsors of AIOH awards.

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