

## **AHE Board Member Position Summaries**

### **Terms of Office**

***At-large board members** shall serve a three-year term expiring on December 31<sup>st</sup> of the appropriate year. An At large board member who has served one full at-large term is eligible for a second consecutive term. A board member who has served two full consecutive terms shall not be re-eligible until 1 year has passed.*

***Industry Liaison board members** shall serve a three-year term expiring on December 31<sup>st</sup> of the appropriate year. An industry liaison board member who has served one full term is not eligible for a second term. Re-application is permissible after 3 years have passed.*

### **Board Composition**

The board is composed of seven (7) members: president, president-elect, past president, three (3) at-large members (PAM and ALLY), and one associate member that serves as the Industry Liaison. The President shall serve as chairperson of the board. There shall be no more than two (2) ALLY members on the board at any given time.

The President, at his or her discretion and with board approval, may appoint a special advisor to the board to fill a critical role not filled by the sitting board of directors. Such appointment is a non-voting role and has a term of service limitation identified in the AHE Policies and Procedures.

### **At-Large Position Summary**

#### **Eligibility Requirements:**

Only PAM and ALLY members in good standing (membership is not expired or terminated) for at least two full years) are eligible to apply for an At-Large position.

All board members are responsible for setting AHE policies and strategic direction, representing the interests of AHE constituents on strategic issues and healthcare trends. Board members must provide effective communication to members and must understand and be knowledgeable about the profession, the AHE vision, mission, and values and be willing to publicly support AHE decisions and activities.

After one year of board service, any interested at-large board member may be elected by the sitting board to the office of president-elect by a simple board majority vote.

The role of the board is one of service where the best interests of AHE rank first and personal or professional interests, ego and personal aspirations are secondary.

#### **Duties and responsibilities:**

- Strategic planning and financial oversight in accordance with AHE policies.
- Ensure all board members and AHE activities comply with Policies and Procedures, Non-disclosure and Conflict of Interest guidelines.
- Assist in identifying funding sources to execute the AHE strategic plan.

- To be responsive to the executive committee, advisory council, committee chairs, AHE staff, affiliated association leaders and others seeking input and information.
- Conducts an annual self-evaluation to determine achievement of objectives and overall effectiveness of individual and group participation on the board. If needed, the President will discuss the results and key areas needing improvement with the individual board member or the board as a whole.
- Notify the board and the executive director in the event of a change in eligibility and/or conflict of interest status. Failure to notify of a change shall be considered grounds for removal from the board “for cause.”
- Promote AHE membership and programs to the profession to expand and elevate the profession as the recognized authority.
- Encourages professionals caring for the healthcare environment to join AHE.
- Identify AHE national and affiliate members worthy of national recognition in the AHE recognition awards program.
- Mentor AHE future leaders, in particular members of the Advisory Council.

### **All Board members have the responsibility to:**

- Exercise reasonable duty of care
- Maintain Non-disclosure
- Avoid any Conflicts of Interest
- Exercise the Duty of Loyalty to AHE and its interests placing business, professional interests, ego and personal aspirations secondary.
- Focus on strategy and policy only. Operational responsibilities are the role of the executive director.

### **Industry Liaison Position Summary:**

#### **Eligibility Requirements**

- Must be an AHE Associate member in good standing (membership is not expired or terminated) for at least two full years.
- Primary employment responsibilities are healthcare. Primary is defined as more than 55% within the sphere of environmental services and its related disciplines.
- Demonstrable results of active participation within AHE. Examples include but are not limited to:
  - Active committee and/or task force participation
  - Serves as a technical resource to AHE
  - Documentation of efforts and activities to promote AHE and/or recruit members

#### **Industry Liaison Specific Position Summary**

The industry liaison board representative is responsible for representing the interests of all AHE members *while bringing the industry perspective to the board discussions on all AHE strategic, procedural, financial and policy-making decisions.*

#### ***Duties:***

- Develop, seek support for and promote the engagement of industry members and non-members in AHE

- Seek associate member input on strategic matters without sharing confidential information
- Establish and maintain effective communication with other board and AHE committee members to remain abreast of events within AHE
- Encourage industry participation in chapter support and meetings through appropriate communication vehicles.
- Serve as an advocate and ambassador for AHE to the corporate community particularly to suppliers and manufacturers and to recruit new members of all membership categories
- Budget review, input and approval
- Regular review of AHE financial position, questions status and makes non-operational recommendations
- Serve as a marketing and communications resource on special projects
- To bring measurable for-profit business perspective to the board
- Share the AHE strategic direction (mission, vision, values, strategic priorities and strategy map) with the goal of establishing and maintaining a stake in AHE and facilitating collaborative opportunities with other industry professionals in the vendor community.
- Assist in identifying funding sources and sponsorships for AHE activities in support of the strategic plan.
- Develop and implement strategies that will actively engage industry in AHE with the goal of mutual beneficial growth and positive business outcomes.
- Facilitate the exhibitor onsite Exchange annual conference welcome and briefing before exhibits opening (in cooperation with staff)
- Recommend possible successor applicants for Industry Liaison at the appropriate time