



AHE Advisory Board Member Position Summaries

Terms of Office – 2023-2025

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

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

Advisory Board Composition

The advisory board is composed of eleven (11) members: chair, chair-elect and past chair, seven (7) at-large members (PAM and ALLY members), 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 five (5) ALLY members on the board at any given time. Members in good standing applying for nomination, found to be in an incorrect category of membership will be notified of their ineligibility to apply.

The Chair, 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. Such appointment is a non-voting role and has a term of service limitation identified in the AHE Policies and Procedures.

Duties and responsibilities for At-large board members and Industry Liaison:

- Exercise reasonable duty of care
- Maintain Non-disclosure
- Avoid any Conflicts of Interest
- 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.
- Exercise the Duty of Loyalty to AHE and its interests placing business, professional interests, ego and personal aspirations secondary.
- 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.”
- Focus on strategy and policy only. Operational responsibilities are the role of the executive director.
- 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.
- Promote AHE membership and programs to the profession to expand and elevate the profession as the recognized authority.
- To be responsive to the executive committee, advisory council, committee chairs, AHE staff, affiliated association leaders and others seeking input and information.



- Assist in identifying funding sources and sponsorships for AHE activities in support of the strategic plan.
- Strategic planning and financial oversight in accordance with AHE policies.
- Budget review, input and approval.
- Mentor future AHE leaders.
- Engage industry members and non-members in AHE.
- Assist in identifying funding sources and sponsorships for AHE activities in support of the strategic plan.

At-Large 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.

Advisory 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 advisory board majority decisions and activities.

At-large board member(s) may be elected by the sitting advisory board to the office of chair-elect by a simple board majority vote. At the time of assuming the role of chair-elect, one full year of board service will have been completed.

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.

Unique duties and responsibilities specific to At-large board members:

- Represents the interests of the health care environmental services and environmental infection prevention profession on all AHE strategic planning and policy setting activities
- Represents the voice and the interests of AHE facility based constituents on strategic issues and health care trends in all AHE board discussions and deliberations.
- Can speak to and present on key challenges and potential solutions within the environmental services profession as a subject matter expert
- Can speak to the larger, current health care challenges and the strategic impact on environmental services long term
- Can assist AHE in the education of guidance bodies on importance of appropriate cleaning/disinfection process and product use. (tools, contact time and manufacturing IFU) to influence how they test and approve products for the field
- Strategic planning and financial oversight in accordance with AHE policies.
- Focus on setting strategy and policy only. AHE operations is a management responsibility and the role of the executive director.
- Assist in identifying funding sources to execute the AHE strategic plan.
- Identify AHE members worthy of national recognition in the AHE recognition awards program.
- Promote AHE membership and programs to the profession to expand and elevate the profession as the recognized authority.
- Budget review, input and approval.
- Informally mentor future AHE leaders
- Exercise reasonable duty of care



- Maintain confidentiality of all AHE board materials and intellectual property
- Avoid all Conflicts of Interest or perception of the same
- Exercise the Duty of Loyalty to AHE and its interests placing business, professional interests, ego and personal aspirations secondary.
- Ensure all board and AHE activities comply with Policies and Procedures, Non-disclosure, Intellectual Property and Conflict of Interest guidelines.
- 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.”
- Collaborate with other board members to objectively conduct 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.
- To be responsive to the executive committee, advisory council, committee chairs, AHE staff, affiliated association leaders and others seeking input and information.
- Assist in identifying funding sources and sponsorships for AHE activities in support of the strategic plan.

Industry Liaison Eligibility Requirements

- Only ASC members in good standing (membership is not expired or terminated) for at least two full years) are eligible to apply for an Industry Liaison position.
- Primary employment responsibilities must be in health care. Primary is defined as more than 55% of responsibility is 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 Action Team, past committee, task force participation
 - Serves or has served 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 a non-health care facility based perspective to the board discussions on all AHE strategic, procedural, financial and policy-making decisions.*

Unique duties and responsibilities specific to Industry Liaison:

- Identify and enlist key stakeholders in manufacturing and distribution to promote AHE and develop an engagement and execution plan
- Identify and rank key players in health care where AHE influence will have the greatest impact, i.e., (regulatory and guidance and entities that do not know of AHE’s work in the field) and develop an on-going communications plan to address and fill gaps. Assist AHE with advocating for disinfectant efficiency and efficacy by collaborating with chemical manufacturers and chemical manufacturers’ association to develop products that allow more resourceful use of labor and reduced dwell time.



- Assist AHE in making non-commercialized recommendations to help educate members on the advantages and disadvantages of new and affordable evidence-based disinfection technologies
- Assist AHE with facilitation of thought leadership/focus group sessions to identify gaps in product consistency with corresponding activities to mitigate those challenges.
- Assist AHE develop and promote information and/or training on current and future regulations to keep the profession up-to-date and aware of trends and required outcomes for compliant operations. i.e.; list of EPA approved disinfectants for use with emerging pathogens, such as registered disinfectants that have potency sufficient to inactivate the SARS-CoV-2 virus, the agent that causes COVID-19.
- Assist AHE educate guidance bodies on importance of appropriate cleaning/disinfection process and product use. (tools, contact time and manufacturing IFU) to influence how they test and approve products for the field
- 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 Welcome and briefing before exhibits opening (in cooperation with staff) onsite at the Exchange annual conference
- Recommend possible successor applicants for Industry Liaison at the appropriate time.
- Seek associate member input on strategic matters without sharing confidential information
- 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
- 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.