



AHE Advisory Board Background, Roles and Authorities

The American Hospital Association (AHA) is composed of many varying parts that together form one association whose vision is a society of communities, where all individuals reach their highest potential for health.

The AHA Professional Groups (PMGs), of which AHE is a part, share the same interest in advancing the health of individuals and communities, and in leading, representing and serving health care provider organizations that are accountable to the community and committed to health improvement.

The AHA recognizes the unique contributions AHE makes to the field and to the AHA, including but not limited to:

- Professional development/education of individuals working in or on behalf of hospitals and health care organizations;
- Technical expertise from which AHA receives guidance and representation when formulating policy and developing member programs;
- Advocacy of joint or separate issues;
- Support of AHA initiatives in the field; and
- Financial contributions, which add to the strength of the AHA organization

The AHE Advisory Board is composed of AHE members who provide unique knowledge and skills, as well as strategic perspective and insight to advise the AHE Executive Committee and AHA on the profession, culture, and advocacy/policy issues of the AHE community.

The AHE Executive Committee is comprised of the Advisory Board officers (chair, chair-elect immediate past chair), the executive director and a member of the AHA Executive Management Group.

The AHE Advisory Board operates under the terms of the AHE Charter and supports and advises the AHE Executive Committee through the following activities:

- Provide thought leadership from the field,
- Participate in the strategic planning process to propose programmatic, policy, and advocacy strategic goals that further the mission of the PMG and AHA,
- Evaluate progress on the strategic plan annually,
- Organize and oversee committees designed to execute on strategic plan or programmatic needs,
- Provide recommendations for the AHA in formulating policy, in representation of their profession,
- Represent the priority interests of professional members,
- Interface with other AHA entities on subjects of interest to the members,
- Engage with members,
- Support the role of the professional and the advancement of the profession, and
- Offer comments annually regarding the performance of the AHE Executive Director.



The AHE Executive Committees and Advisory Board shall act in good faith and with reasonable care to fulfill their roles, and shall be loyal to AHE and the AHA as a whole, avoiding conflicts of interest.

The AHA Board of Trustees is the ultimate governance authority for the whole of AHA, including its PMGs.

AHE Advisory Board Composition, Eligibility, Responsibilities

Term of Office – 2024-2026

At-large Advisory Board members shall serve staggered three-year terms expiring on December 31st of the appropriate year. An At large advisory board member who has served one full 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 AHE Advisory Board shall be composed of eleven (11) members: Chair, Chair-elect, past-Chair; seven (7) At-Large Members (defined below) and one (1) Industry Liaison Member (defined below) who is an Associate Member (ASC). The Chair shall run the Advisory Board meetings. There shall be no more than three (3) ALY At-Large members on the Advisory Board at any given time.

For the 2024-2026 term, AHE is seeking to fill one (1) At-large position and one (1) Industry Liaison position on the Advisory Board.

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 currently filled by the sitting Advisory Board for a specified period of time not to exceed three years. A member of the AHA Executive Management Group (EMG) may attend Advisory Board meetings as a guest.

At-Large Eligibility Requirements

In accordance with this Charter, Professional Active Members (PAM), Ally Members (ALY), Retired Members (RET), Life Members (LIF) and individuals within a Group membership if they meet, as an individual, the eligibility requirements of a PAM or ALY membership, may apply for nomination as an At-Large position.

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 FU) 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

Industry Liaison Eligibility Requirements

Only Associate Members (ASC) 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.*

- 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.



Additional responsibilities not previously noted

- Provide Non-disclosure and intellectual property agreements
- All advisory board members and AHE activities comply with all AHE Procedures and AHE Policies
- Exercise a Duty of Loyalty to AHE and its interests placing business, professional interests, ego and personal aspirations to the side.
- Focus on strategic and programmatic issues. Operational activities are the role of the executive director.
- Collaborate with other advisory board members to objectively conduct an annual self-evaluation to determine achievement of objectives and overall effectiveness of individual and group participation on the advisory board. If needed, the Chair will discuss the results and key areas needing improvement with an individual board member or the board as a whole.
- Be supportive of and promote AHE membership and programs to the profession to expand and elevate the profession as the recognized authority.
- Be responsive to the executive committee, AHE staff and others seeking input and information.
- Assist with identifying funding sources and sponsorships for AHE activities in support of the strategic plan.
- Mentor future AHE leaders and encourage participation
- Active on-line presence on the MyAHE community.
- Notify the advisory 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.”
 - Represents the voice and the interests of AHE facility-based constituents on strategic issues and health care trends in all AHE advisory board discussions.
 - Provides expertise on key challenges and potential solutions within the environmental services profession as a subject matter expert (SME)
 - Provides expertise on the broader health care challenges and the strategic impact on environmental services long term
 - Identify AHE members worthy of national recognition in the AHE recognition awards program (Phoenix award, Lifetime Achievement).