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Title: PAT Board Member Duties and Responsibilities	

1.0 PURPOSE AND SCOPE

The purpose of this document is to outline the duties and responsibilities of being a member of the Proficiency Analytical Testing Board (PAT Board).

2.0 OVERVIEW

Your service on the PAT Board is critically important to the AIHA Proficiency Analytical Testing Programs, LLC. As indicated on the *PAT Board Candidate Application*, Board members are required to attend meetings at least two (2) times annually: once in conjunction with AIHA's annual meeting (AIHce – May/June) or AIHA's fall meeting (PCIH – September or October) and once in January or February each year. AIHA will cover reasonable and customary travel expenses to each of these meetings.


Being a member of the PAT Board is important and at times can be a time-consuming obligation. On average, the duties of Chair, Vice Chair, and Past Chair take approximately 30 hours per month; duties of members take approximately 20 hours per month. In between meetings, members of the PAT Board are expected to participate in and contribute to ad hoc task forces appointed by the PAT Board or its Chair, to vote on matters requiring a PAT Board vote, and to participate in conference calls as requested. Timely responses to all pre- and post-meeting communications and actions are very important.

In all, participation on the PAT Board carries with it a significant amount of responsibility and effort. In return for your efforts, you will have the opportunity to participate in an important process, contribute to your profession, and network with some outstanding industry leaders.

PAT Board members, if participants in any AIHA PAT Programs, should be participants in good standing* at the time of application and if elected, they shall remain members in good standing throughout their tenure on the Board.

AIHA Proficiency Analytical Testing Programs, LLC endeavors to make this volunteer experience rewarding.

*Good standing means that the AIHA PAT Programs, LLC participant is current on all fees due to the LLC.

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3.0 DUTIES AND RESPONSIBILITIES


3.1 Board Member

The Board is the “face” of the AIHA Proficiency Analytical Testing Programs, LLC to its customers. It is important that members of the PAT Board work closely with one another, with other AIHA volunteer groups, and with AIHA Proficiency Analytical Testing Programs, LLC staff to govern and lead the organization.

At its very core, the PAT Board ensures PAT Programs are operated in a scientifically sound manner and that technical resources are available at the volunteer level. AIHA Proficiency Analytical Testing Programs, LLC staff makes recommendations on and implements the administration of the programs. The Strategic Advisory Group will provide strategic and business input to the AIHA Proficiency Analytical Testing Programs, LLC and management and participate in developing and updating the strategic plan for the Proficiency Analytical Testing Programs, LLC.

Each PAT Board member shall:

- a) Become familiar with and support these AIHA Proficiency Analytical Testing Programs, LLC defined duties and responsibilities;
- b) Represent the broad customer base of AIHA Proficiency Analytical Testing Programs, LLC;
- c) Commit to the AIHA Proficiency Analytical Testing Programs, LLC Long-Range Strategic Plan;
- d) Become knowledgeable of policies governing the AIHA PAT Programs, LLC and review and approve policy changes as required;
- e) Participate (actively and constructively) in activities consistent with the AIHA Proficiency Analytical Testing Programs, LLC defined duties and responsibilities, as assigned;
- f) Become knowledgeable of policies governing the AIHA Proficiency Analytical Testing Programs, LLC;
- g) Enhance the public standing of the AIHA Proficiency Analytical Testing Programs, LLC;
- h) Assist in recruiting, orienting, and mentoring new Board members;
- i) Collaborate with AIHA Proficiency Analytical Testing Programs, LLC staff, management, the Strategic Advisory Group and other PAT Board members to make the most effective decisions possible;

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- j) Disclose conflicts of interest and recuse yourself from any discussions where conflict may exist;
- k) Vote objectively on issues after listening to relevant facts;
- l) Bring relevant issues to the attention of the PAT Board;
- m) Chair and/or participate in task forces as assigned;
- n) Speak with one voice (meaning that once the PAT Board has fully deliberated a given topic and a decision has been made, that you will publicly support the decision);
- o) Provide expertise on a variety of issues; and
- p) Follow all AIHA Proficiency Analytical Testing Programs, LLC administrative procedures as applicable to the PAT Board.

It is critically important to the integrity of the PAT Board and the entire AIHA Proficiency Analytical Testing Programs, LLC that PAT Board members conduct themselves in the most ethical manner possible. This includes, but is not limited to, acknowledging any conflict of interest, (*Proficiency Analytical Testing Board (PAT Board) volunteer Conflict of Interest and Confidentiality Policies*), making fact-based decisions, and not participating in activities that could be questionable. As well, PAT Board members will not participate in fraudulent activities. Such action(s) would result in immediate termination from the PAT Board pending a two-thirds (2/3) vote.

3.2 Chair


3.2.1. Role

The Chair serves as the primary leader and spokesperson of the PAT Board to the AIHA Executive Director, customers, staff and to the AIHA Board of Directors if required.

3.2.2. Responsibilities

The Chair has many and varied responsibilities, including, but not limited to:

- a) Those listed in section 3.1 for a Board Member;
- b) Work in conjunction with the PAT Board, the Director, AIHA Scientific and Technical Initiatives, and staff to accomplish goals of the strategic plan;
- c) Preside at all PAT Board meetings and all PAT Board Executive Committee meetings, unless otherwise delegated;
- d) Review PAT Board budget, roster and strategic business plan and provide input to management and staff;

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- e) Collaborate where appropriate with the Boards of other AIHA Affiliate Laboratory Programs;
- f) Work in partnership with the staff to ensure that PAT Board resolutions are carried out;
- g) Call special meetings if necessary;
- h) Works with staff to establish PAT Board meeting agenda;
- i) Create and dissolve task forces as needed; and
- j) Act as spokesperson for AIHA Proficiency Analytical Testing Programs, LLC.

3.3 Vice Chair

3.3.1. Role

The role of the Vice Chair is to serve the customers, the PAT Board, and staff in every manner possible as they prepare to assume the position of the Chair.

3.3.2. Responsibility

The Vice Chair has many and varied responsibilities, including, but not limited to:

- a) Those listed in section 3.1 for a Board Member;
- b) Performing the duties delegated by the PAT Board and the Chair;
- c) Working in conjunction with the Chair and staff to accomplish goals of the strategic plan.
- d) Serving in the capacity of Chair, in the event of the Chair's absence.
- e) Train to become chair

3.4 Past Chair


3.4.1. Role

The role of the Past Chair is to serve as an important link between the PAT Board they chaired and the PAT Board being chaired by the current Chair.

3.4.2. Responsibility

The Past Chair has many and varied responsibilities, including, but not limited to:

- a) Those listed in section 3.1 for a Board Member;
- b) Serving as Chair of the Nominating Committee;

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- c) Working in conjunction with the Chair and staff to carry out duties as assigned;
- d) Serving in the capacity of Chair, in the event of the Chair's and the Vice Chair's absences.

3.5 Executive Committee

The Executive Committee (Chair, Past Chair, Vice Chair, AIHA Board Liaison, and Director, AIHA Scientific and Technical Initiatives) shall meet periodically, at the discretion of the Chair. It shall be authorized to make decisions, on behalf of the entire PAT Board, between meetings of the PAT Board. The Executive Committee shall have all of the powers of the PAT Board in the management of the affairs of AIHA Proficiency Analytical Testing Programs, LLC, with exception of removal from office of PAT Board participant. The Executive Committee shall report its activities to the PAT Board at its next scheduled meeting, or earlier if necessary.