	Title: PAT Board Member Duties and Responsibilities
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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 Programs Board (PAT Board).

2.0 OVERVIEW

Your service on the PAT Board is critically important to the AIHA Proficiency Analytical Testing Programs (AIHA PAT Programs). As indicated on the *PAT Board Candidate Application*, Board members are required to attend a meeting at least one (1) time annually in January or February each year. AIHA PAT Programs will cover reasonable and customary travel expenses to the meeting.

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. 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 selected, they shall remain members in good standing throughout their tenure on the Board.

AIHA PAT Programs endeavors to make this volunteer experience rewarding.

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

3.0 DUTIES AND RESPONSIBILITIES

3.1 Board Member

The PAT Board is the “face” of the AIHA Proficiency Analytical Testing Programs 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 PAT Programs 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. The PAT Board conducts the technical business of the AIHA PAT Programs by providing technical expertise and experience in the relevant fields of testing, sampling, as well as statistics.

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

Each PAT Board member shall:

- 3.1.1 Become familiar with and support these AIHA PAT Programs defined Duties and Responsibilities;
- 3.1.2 Represent the broad customer base of AIHA PAT Programs;
- 3.1.3 Commit to the AIHA PAT Programs Long Range Strategic Plan;
- 3.1.4 Become knowledgeable of policies governing the AIHA PAT Programs and review and approve Policy changes as required;
- 3.1.5 Participate (actively and constructively) in activities consistent with the AIHA PAT Programs defined duties and responsibilities, as assigned;
- 3.1.6 Enhance the public standing of the AIHA PAT Programs;
- 3.1.7 Assist in recruiting, orienting, and mentoring new Board members;

- 3.1.8 Collaborate with AIHA PAT Programs staff, management and other PAT Board members to make the most effective decisions possible;
- 3.1.9 Disclose real and/or perceived conflicts of interest and recuse themselves from any discussions where conflict may exist;
- 3.1.10 Considers input from stakeholders, including participants;
- 3.1.11 Vote objectively on issues after listening to relevant facts;
- 3.1.12 Bring relevant issues to the attention of the PAT Board;
- 3.1.13 Chair and/or participate in task forces as assigned;
- 3.1.14 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);
- 3.1.15 Assist in the resolution of nonconformities;
- 3.1.16 Follow all AIHA PAT Programs administrative procedures as applicable to the PAT Board.
- 3.1.17 The Proficiency Analytical Testing Board (PAT Board) conducts the technical business of the AIHA PAT Programs by providing technical expertise and experience in the relevant fields of testing, sampling, as well as statistics according to the Proficiency Analytical Testing Board Roles and Responsibilities following directives:
- 3.1.18 Select appropriate proficiency test items and criteria for evaluation of performance of participants, with input from the Director;
- 3.1.19 Plan proficiency testing schemes, with input from the Director;
- 3.1.20 Identify and resolve any difficulties expected in the preparation and maintenance of homogeneous proficiency test items, or in the provision of a stable assigned value for a proficiency test item;
- 3.1.21 Participate in preparation of detailed instructions for participants;
- 3.1.22 Comment on any technical difficulties or other remarks raised by participants in previous proficiency testing rounds;
- 3.1.23 Provide input on statistical analyses of program data and provision advice in evaluating the performance of proficiency testing participants through technical review;
- 3.1.24 Comment on the results and performance of participants as a whole and, where appropriate, groups of participants or individual participants;

- 3.1.25 Approve all general round data prior to release of reports to participants;
- 3.1.26 Give opinions and interpretations and provide advice for participants (within limits of confidentiality), either individually or within the report;
- 3.1.27 Authorize the issue of proficiency testing reports;
- 3.1.28 Respond to feedback from participants; and
- 3.1.29 Plan or participate in technical meetings with participants;
- 3.1.30 Review the PT scheme documents and policies annually;
- 3.1.31 Provide expert guidance to the Manager and Director on the adjudication and resolution of complaints and appeals.

A two-thirds majority of the PAT Board members eligible to vote shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present or included, for matters regarding the PAT Programs.

A simple majority of the PAT Board members eligible to vote shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present or included, for matters other than those specified in Sections 3.1.1 through 3.1.31. As necessary, a vote may be required for authorizing the release of reports when major discrepancies arise.

PAT Board members shall comply with the *Proficiency Analytical Testing Board (PAT Board) Volunteer Conflict of Interest and Confidentiality Policies* available on the AIHA PAT Programs website at www.aihapat.org.

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 AIHA PAT Programs Director, 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 Programs business plan and provide input to management and staff;
- e) Work in partnership with the staff to ensure that PAT Board resolutions are carried out;
- f) Call special meetings if necessary;
- g) Works with staff to establish PAT Board meeting agenda;
- h) Create and dissolve task forces as needed; and
- i) Act as spokesperson for AIHA PAT Programs.

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;

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- b) Serving as Chair of the Nominating Committee;
- 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 AIHA PAT Programs Director) 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, 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.

<u>Date</u>	<u>Rev.</u>	<u>Modification(s)</u>
04/02/2012	R1	Initial version
07/10/2014	R2	Versioning continues in online document control system. Updates to document formatting and header block based on document metadata.
See "Date of Issue" in Header	R3	Logo update; addition of Modification list; list formatting for ease of use