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## **I. GENERAL**

The Chair of the Analytical Accreditation Board (AAB) may create task forces to assist with routine technical work and to develop solutions to specific problems in a timely manner. A task force may be responsible for assisting the AAB in multiple activities, including drafting policy change suggestions and guidance documents. The AAB also has two committees under its purview that are described below that have their own governance.

Task forces may be permanent or created on an ad hoc basis and then disbanded. The Policy Task Force and the Proficiency Testing Task Force are permanent task forces while the AAB Nominating and Appointment Committee and the TAP Appointment Committee are permanent committees. Permanent task forces have rotating membership, as defined below. Past Ad hoc task forces that have been formed include: CPSC, EMLAP, Methods, Reporting Limit, and Validation. Ad hoc task forces may submit their recommendations to the AAB through the permanent Policy and PT Task Forces, typically with submission of QSR-PA002, Policy Change Suggestion Form, or through a report out to the AAB by the task force chair or representative.


## **II. MEMBERSHIP QUALIFICATIONS, NOMINATION, AND TERM OF SERVICE**

The AAB Chair is responsible for the formation and disbandment of ad hoc and permanent task forces. The scope and duties delegated to the task forces shall be approved at the time of formation, and subsequent changes in scope or duties shall require a majority approval by the AAB. A vacancy because of death, resignation, or removal may be filled by volunteer or nomination by the AAB Chair. Ad hoc task forces will normally be disbanded by the AAB Chair after one year of service.

The AAB Executive Committee appoints task force members; typically 10 – 12, but with no set number until a cap of twenty (20) members. Task force membership is open to current AAB or TAP members or site assessors currently under contract with AIHA-LAP, LLC, plus AIHA-LAP, LLC staff. Individuals who participated in any of these groups up to 5 years prior to seeking task force membership may also be appointed, with the exception of staff. A request for task force membership shall be addressed to the Accreditation Manager and shall indicate the applicant's interest, qualifications and commitment to participate actively in the task force.

Qualifications must include holding a bachelor's degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline as a graduate of an accredited institution of higher education who has been engaged a majority of his/her time in analytical laboratory activities (analysis or interpretation of data) for at least three years. Consultants and those retired from analytical laboratory activities are acceptable candidates, as well as those representing governmental and academic laboratories.

As current or former members of AAB, TAP, or Site Assessors, the Chair and task force members received initial screening of technical qualifications during their

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interview/appointment/election process and shall have a current Conflict of Interest/Confidentiality form on file. If necessary, staff will obtain a reaffirmation statement of the conflict of interest and confidentiality.

The AAB Executive Committee (EC) appoints a task force chair who is a member of the AAB and is also knowledgeable in the subject matter of the task force.

There is no set term of membership or chair. Terms can be initiated at any time throughout the calendar year. A task force or committee member may resign by oral or written tender of resignation to the Accreditation Manager at any time. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective. Removal of a member may take place via majority vote by the AAB EC, with reasons to include lack of participation or unprofessional conduct as determined by members of the task force, see IV below.

The Accreditation Manager notifies all members of their acceptance or appointment to a task force or committee, plus the chair of his/her position and responsibilities as described in this document. As appropriate, the Accreditation Manager also notifies customer labs of new task force membership via AIHA-LAP, LLC website posting, newsletter or other communication vehicle. The members of each task force are listed on a roster, which is posted on the AIHA-LAP, LLC website and reviewed (at a minimum) by the Accreditation Manager, on an annual basis.

### **III. QUOROM**


A simple majority of the members shall constitute a quorum for conducting business at a meeting or on a conference call. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by vote at a future meeting, conference call, or by email.

There are no provisions for proxy votes or alternate members.

### **IV. ROLES AND RESPONSIBILITIES**

Task force chairs are required to hold at least 3 conference calls per calendar year. As specified by governance, Committee chairs are required to hold conference calls as needed and within a specified timeframe to achieve assigned tasks. The chair is responsible for coordinating with AIHA-LAP staff designee to determine a convenient date and time for the calls and request conference call invitations to be sent to members.

Task force chairs and committee chairs are responsible for **developing and distributing an agenda** with items for discussion to members prior to the call, along with any supporting documentation, and for coordinating with AIHA-LAP staff designee to **record minutes**, that

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include timelines for action items, **and distribution** to members within a timely manner (generally 2-3 weeks) after the call.

Task force members and committee members are responsible for actively participating in conference calls. Members who miss two consecutive conference calls are subject to removal by majority vote of the AAB EC.

## **V. TYPES OF TASK FORCES AND COMMITTEES**

### **AAB Nominating and Appointment Committee**

The AAB Nominating and Appointment Committee is a standing committee of the AAB. The Committee evaluates AAB applicants and makes a formal recommendation to the AAB for persons to fill open AAB slots for the next calendar year. Representatives of the committee are selected for a one year term by the AAB Past Chair with input from staff.

The composition of the AAB Nominating and Appointment Committee shall be:

- AAB Immediate Past Chair (*Nominating and Appointment Committee Chair*)
- AIHA Board Liaison
- One (1) AAB Representative (*selected by the AAB Past Chair*)
- One (1) TAP Representative (*selected by the AAB Past Chair*)
- Two (2) Representatives from AIHA-LAP, LLC accredited laboratories (*selected by AIHA LAP, LLC staff*)
- AIHA-LAP, LLC Director, or designee


See QSD-AAB-2 for current process of AAB Nomination and Appointment.

### **TAP Nominating Committee**

The TAP Appointment Committee is a standing committee of the AAB. The TAP Appointment Committee evaluates TAP applicants and makes a formal recommendation to the AAB for persons to fill open TAP slots for the next calendar year. Committee members are recommended for a one-year term by the AAB Vice Chair with input from the staff.

The composition of the TAP Appointment Committee shall be:

- AAB Vice Chair (*TAP Appointment Committee Chair*)
- Two (2) AAB Representative (*selected by the AAB EC*)
- Two (2) TAP Representative (*selected by the AAB EC*)

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- One (1) “at-large” Representatives from AIHA-LAP, LLC-accredited laboratories (*selected by AIHA LAP, LLC staff*)
- AIHA-LAP, LLC Director, or designee

See QSD-7.9-2 for current process of TAP Appointment.

The AAB Nominating and Appointment coordinates its activities with the TAP Appointment Committee to ensure consistency in evaluating candidates and their qualifications. Candidates can apply for both AAB and TAP, but the Committees will ensure that candidates who are elected to AAB will not also serve on TAP simultaneously. Members on either Committee cannot be considered candidates for those respective volunteer groups.

### Policy Task Force

The Policy Task Force (PTF) is a standing task force of the AAB. The purpose of the PTF is to receive and review Policy Change Suggestion forms and provide recommendations to the AAB for approval or disapproval. Other special project may be assigned. Representatives of the committee are selected by the AAB EC.


The composition of the Policy Task Force shall be:

- At least one (1) AAB member
- At least one (1) TAP Representative
- At least one (1) Site Assessor
- Accreditation Manager, or designee
- Other member from staff and/or accredited laboratory community as necessary

See QSP-PMR for current process of Policy Module Revision.

### Proficiency Testing Task Force

The Proficiency Testing Task Force is a standing task force of the AAB. This Task Force reviews and approves proposed Proficiency Testing programs with respect to accreditation, forwards these recommendations on to staff for incorporation into the Approved Proficiency Providers list, and suggests Policy change related to PT to the PTF via the QSR-PA002, Policy Change Suggestion form. Representatives of the task force are selected by the AAB EC, as outlined in Section II.

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The composition of the Proficiency Testing Task Force shall be:

- At least one (1) AAB member
- At least one (1) TAP Representative
- At least one (1) Site Assessor
- Accreditation Manager, or designee
- Other member from staff and/or accredited laboratory community as necessary