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## **I. Membership and Voting**

The Technical Advisory Panel (TAP) will be comprised of up to thirty (30) panelists who will provide expertise to the AAB on all technical aspects of the AIHA Laboratory Accreditation Programs, LLC (AIHA LAP, LLC). The AAB Vice Chair is charged with coordinating all TAP efforts, in cooperation with, and with the support of, the AIHA LAP, LLC staff.

A TAP member should be a graduate of an accredited institution of higher education holding a bachelors degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline who has been engaged a majority of his/her time in analytical laboratory activities (analysis or interpretation of data) for at least three years. A candidate not holding a bachelor's degree will be considered only if he/she has significant training and experience in a program that is under-represented in the Panel.

Panelists will be appointed to provide technical expertise representing each of AIHA LAP, LLC's programs (IHLAP, ELLAP, EMLAP and FoodLAP).

The specific number of Panelists for each AIHA LAP, LLC program shall be determined by the TAP Nominating Committee in consultation with the AAB and shall be based upon the staff-anticipated volume of application reviews and other assignments. The duties and responsibilities of TAP are outlined separately (see *TAP Duties and Responsibilities*).

## **II. Appointment and Term of Office**


Panelists shall be appointed for terms of office (normally two years) as recommended by the TAP Appointment Committee and approved by the AAB. Terms shall begin and end on a calendar year rotation (January 1 to December 31). Each Panelist shall hold office until a successor has been duly appointed or until death, resignation, or removal.

An individual may serve two (2) consecutive two-year terms but may not serve more than four (4) consecutive years unless specifically approved by the AAB in a formal vote (simple majority required to extend TAP service beyond four (4) consecutive years).

## **III. Resignation**

A Panelist may resign by oral tender of resignation or by giving written notice thereof to the AAB Vice Chair. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

## **IV. Removal**

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A Panelist may be removed by an AAB vote of two-thirds (2/3) majority of its voting members if he/she does not meet his/her duties and responsibilities as outlined in *TAP Duties and Responsibilities*.

## V. Vacancies

A vacancy in office because of death, resignation, or removal of a Panelist may be filled by an appointment by the TAP Appointment Committee (see Section VI), subject to the approval of the AAB, for the unexpired term.

## VI. Appointment Process

The goal of the appointment process is to identify, evaluate, and select the best, most balanced representative group of volunteers possible to serve on TAP. To achieve this goal, AIHA LAP, LLC endeavors to create a TAP appointment process that is inclusive, transparent, and representative of the important and varied issues facing laboratories.


All potential Panelists must complete the *TAP Candidate Application*. The deadline for application receipt is June 30.

Note: This deadline may be extended and/or the call for appointments re-opened if there is not a sufficient number of applicants. If this is necessary, the process timeline will be adjusted as necessary.

A TAP Appointment Committee is established (see Section VI.A) to review all applications and shall utilize the *TAP Candidate Evaluation Matrix* to “score” each application submitted. Each application will receive an overall “score” from each member of the Appointment Committee. Candidates who have volunteered with AIHA LAP, LLC or AAB will be given higher consideration.

The Appointment Committee shall remove a candidate application from consideration if the applicant is directly employed by AIHA LAP, LLC (full/part-time employee or fee-for-service consultant/contractor); or if he or she is employed with a vendor with whom AIHA LAP, LLC does business and is directly assigned to a project contracted by AIHA LAP, LLC.

Each member of the Appointment Committee will be involved in applicant interviews via telephone. Telephone interview assignments will be made in a fair and equitable manner such that all Appointment Committee members participate in at least one (1) telephone interview (one-on-one interview or as part of a joint interview).

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The Appointment Committee will discuss and evaluate the applications and telephone interviews to produce the list of appointees to be submitted to the AAB for approval by a majority vote.

The Appointment Committee will coordinate its activities with the AAB Nominating 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.

#### *A. TAP Appointment Committee Composition*

The TAP Appointment Committee is a standing committee of the AAB. Committee members are recommended for a one-year term by the AAB Executive Committee and/or staff.

The composition of the TAP Appointment Committee shall be:

AAB Vice Chair (Chair)

1 AIHA LAP, LLC Staff Representative


2 AAB Representatives (selected by the AAB Executive Committee)

2 TAP Representatives (selected by the AAB Executive Committee)

1 At-large laboratory representative (selected by AIHA staff)

#### *B. Appointment Process Timeline*

Timeframe	Project
April	<ul style="list-style-type: none"> <li>• TAP Appointment Committee formed.</li> <li>• Call for appointments posted in AIHA LAP, LLC Newsletter, The Synergist, and other communication vehicles.</li> <li>• Candidate applications begin arriving at AIHA LAP, LLC.</li> </ul>
May - June	<ul style="list-style-type: none"> <li>• Candidate applications being received; deadline is June 30.</li> </ul>
July	<ul style="list-style-type: none"> <li>• Applications compiled and sent to Appointment Committee for review.</li> <li>• First conference call held.</li> <li>• Interview questions developed for candidates.</li> <li>• Appointment Committee members are assigned candidates to contact.</li> <li>• Telephone interviews begin.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Telephone interviews are completed. Candidate Evaluation Matrix completed</li> </ul>

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	<p>for each applicant and submitted to AIHA LAP, LLC for score compilation.</p> <ul style="list-style-type: none"> <li>• Scoring summary submitted to Appointment Committee for review, consideration, and discussion.</li> <li>• Conference call to select final Panelists.</li> <li>• Appointment Committee finalizes list of proposed TAP appointees.</li> </ul>
September - October	<ul style="list-style-type: none"> <li>• Appointment Committee presents proposed TAP appointees to AAB for approval/disapproval. If necessary, Appointment Committee reaches consensus on alternate proposed TAP appointees. Names of alternate proposed TAP appointees are submitted to AAB for approval via mail ballot.</li> </ul>
November - December	<ul style="list-style-type: none"> <li>• Official appointments announced to AIHA LAP, LLC customers, etc.</li> </ul>