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|  <b>AIHA</b><br>Laboratory Accreditation Programs, LLC | Quality System Document | <b>Code:</b> QSD-AAB-3 |
|   |                         | Revision 1             |
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| <b>Title:</b> Analytical Accreditation Board (AAB) Member Roles and Responsibilities  |                         |                        |

## Overview

Your service on the Analytical Accreditation Board (AAB) is critically important to the AIHA Laboratory Accreditation Program (LAP), LLC. As indicated on the AAB Candidate Application, AAB members are required to attend at least 3 face-to-face meetings each year that are generally held in the first, second and fourth quarters. AIHA-LAP, LLC will cover reasonable and customary travel expenses to each of these meetings when the participant's employer cannot or will not cover. In between meetings, AAB members are expected to participate in and contribute to permanent and ad hoc task forces created by the AAB or its chair. AAB members are also required to participate in the AAB balloting process (for laboratories being considered for accreditation and re-accreditation).

Being a member of the AAB is important and at times can be a time-consuming obligation. On average, the duties of Chair, Vice Chair, and Past Chair take approximately 40 hours per month; duties of members take approximately 20 hours per month.

In all, participation on the AAB 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 leaders in the laboratory industry..

## Roles and Responsibilities


### Board Member

The AAB plays a critical role at AIHA-LAP, LLC. The Board is the “face” of AIHA-LAP, LLC to its customers.

Specific roles and responsibilities of each of the AIHA-LAP, LLC partners (AAB and staff) are outlined in AIHA-LAP, LLC's Quality Manual, which has been approved by the AIHA-LAP, LLC Director.

In addition to the collective AAB responsibilities, the AAB has wide-ranging individual responsibilities to AIHA-LAP, LLC. In short, each AAB member shall:

- a) Represent the broad customer base of AIHA-LAP, LLC;
- b) Commit to the AIHA-LAP, LLC Long-Range Strategic Plan;
- c) Become familiar with and support the AIHA-LAP, LLC defined roles and responsibilities;
- d) Participate (actively and constructively) in activities consistent with the AIHA-LAP, LLC defined roles and responsibilities, as assigned;
- e) Become knowledgeable of policies governing the AIHA-LAP, LLC;
- f) Enhance AIHA-LAP, LLC's public standing;

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- g) Assist in recruiting, orienting, and mentoring new Board members;
- h) Collaborate with AIHA-LAP, LLC staff and other AAB members to make the most effective decisions possible;
- i) Disclose conflicts of interest and excuse yourself from any discussions where conflict may exist;
- j) Vote objectively on issues after listening to relevant facts;
- k) Bring relevant issues to the attention of the AAB;
- l) Chair and/or participate in task forces as assigned;
- m) Speak with one voice (meaning that once the AAB has fully deliberated a given topic and a decision has been made, that you will publicly support the decision);
- n) Provide expertise on a variety of issues; and
- o) Follow all AIHA-LAP, LLC administrative procedures as applicable to the AAB.

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

## **Chair**


### Role

The Chair serves as the primary leader and spokesperson of the AAB to the customers, vendors, and staff.

### Responsibilities

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

- a) Work in conjunction with the AAB, vendors and staff to accomplish goals of the strategic plan;
- b) Preside at all AAB meetings and all AAB Executive Committee meetings, unless otherwise delegated;
- c) Call special meetings if necessary;
- d) Work with staff to establish AAB meeting agenda;
- e) Create and dissolve task forces as needed; and
- f) Act as spokesperson for AIHA-LAP, LLC when requested.

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## **Vice Chair**

### Role

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

### Responsibility

The responsibilities of the Vice Chair include performing the duties delegated by the AAB and the Chair. The Vice Chair works in conjunction with the Chair and staff to accomplish goals of the strategic plan. The Vice Chair shall actively work with staff to coordinate the activities of the TAP.

## **Past Chair**

### Role

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

### Responsibility

The Past Chair is responsible for serving as Chair of the Nominating and Appointment Committee. Additionally, this position works in conjunction with the Chair and staff to carry out duties as assigned.

## **Executive Committee**

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