



## Nomination for Central Industrial Hygiene Association (CIHA), India Board Members and Volunteers

**Nomination Deadline: February 20, 2023**

### 1. Introduction:

- 1.1. CIHA was established about 19 years ago as a charitable organization with a primary vision of promoting Industrial Hygiene/Occupational Hygiene (IH/OH) in India.
- 1.2. When CIHA was registered as a non-profit organization, Charity Commissioner prohibited using "India" in the name; hence, we had to use "Central" in the name. However, **CIHA should represent the entire India, not just central India.**
- 1.3. There were a handful of qualified hygienists at that time. Hence, the original office bearers of CIHA were selected based on their interests and availability to serve.
- 1.4. Even with limited recourses CIHA,
  - 1.4.1. Organized eight international conferences
  - 1.4.2. Became a member of the International Occupational Hygiene Association (IOHA), American Industrial Hygiene Association (AIHA), and Occupational Hygiene Training Association (OHTA)

### 2. Open nomination for CIHA officers:

- 2.1. Now that the IH/OH fraternity has grown to more than 300 professionals in India, it is time to invite open nominations for CIHA office bearers.
- 2.2. The current CIHA board agreed to an open nomination process in a recent CIHA Board meeting. Maharshi Mehta solicited nomination criteria from the Board. The finalized criteria from the Board are included below.
- 2.3. The current CIHA board agreed that:
  - 2.3.1. CIHA should represent (a) entire India and not certain regions, and (b) a broad spectrum of stakeholders, including industry, institutions, and governmental organizations. Gender equality should also be encouraged.
- 2.4. CIHA is inviting nominations for the following positions:
  - 2.4.1. President-Elect -1 (officer and board member)
  - 2.4.2. Secretary -1 (officer and board member)
  - 2.4.3. Treasurer – 1 (officer and board member)
  - 2.4.4. CIHA Board members 4 (also known as at-large members)
- 2.5. Upon completion of the term, the President-Elect will become President if the CIHA board is satisfied with his/her performance. A new president-elect nomination will be solicited if the performance is not satisfied.

2.6. Draft responsibilities of CIHA officers are attached as Appendix A. The new CIHA Board will finalize the responsibilities

### **3. Tenure:**

3.1. 2 years

3.2. New board members will be elected around February every 2 years. In the future, new CIHA board may determine staggering term for board members so that entire board turn-over does not occur at the same time.

### **4. Nomination Criteria**

4.1. Demonstrated commitment to protecting the health of working people.

4.2. Demonstrated commitment to following ethical principles in occupational hygiene as defined by the Board of Global Credentialing (BGC). Completion of BGC required course in Ethics for CIH.

4.3. Current CIHA member or become a CIHA member to submit the nomination.

4.4. Any practicing industrial/occupational hygienist or occupational health professional is eligible to apply. An EHS professional who has additional responsibility for IH/OH also may apply. Preference will be given to practicing occupational hygienists.

4.5. At least 5 years of work experience for board members, Secretary, and Treasurer positions and 10 years of work experience for President-Elect.

4.6. Demonstrated leadership skills, including interpersonal relationships and reasoning skills. A track record of delivering results for common goods with planning, organizing, and executing.

4.7. Nominations are open to all CIHA members, including current and past board members. However, a preference may be given to those candidates who have not been board members and are otherwise qualified as defined in the nomination criteria.

4.8. An average time commitment of 10 hours/month for the President-Elect and 5 hours for other board members.

### **5. Nomination Process:**

5.1. Submit your nomination online using the link provided.

[CIHA Officer/Board Nomination Link](#)

5.2. If you have any questions, please contact Maharshi Mehta at [maharshi.mehta@ioha.net](mailto:maharshi.mehta@ioha.net) or on WhatsApp at +1 2036858808

5.3. The nomination Deadline is February 23, 2023

## **6. Selection Process**

- 6.1. A nomination committee consisting of three to five occupational hygiene professionals will review the applicants, interview each applicant, and identify two candidates for each position based on their capabilities.
- 6.2. One or more nomination committee member(s) will be experienced IH professional(s) from AIHA/IOHA with experience in the nomination and selection process.
- 6.3. Each committee member will have knowledge and experience in the Indian IH/OH/EHS practice.
- 6.4. The nomination committee will select two candidates for each of the CIHA board positions (President-Elect, Secretary and Treasurer) and up to six candidates for CIHA board members.
- 6.5. Confidential ballots of the selected candidates will be sent to all CIHA members for voting.
- 6.6. CIHA members will elect the new CIHA board through voting and the results will be communicated to all CIHA members.

## **7. Volunteering**

- 7.1. CIHA is proposing to have the following committees. The new CIHA board will determine the final structure of the committee and the scope of activities.
  - 7.1.1. Governance Committee
  - 7.1.2. Communication Committee
  - 7.1.3. Training and conference committee
  - 7.1.4. Membership Committee
- 7.2. Any IH/OH/EHS professional with the sole purpose of supporting CIHA and promoting industrial hygiene is encouraged to apply using the nomination link for the CIHA Officer/Board.

CIHA encourages active participation from all IH/OH professionals in promoting industrial hygiene in India, where resources are still limited, and the need is enormous.

**Appendix A. Draft Responsibilities for CIHA officers (subject to changes from new CIHA Board)**  
**(Content updated from AIHA)**

**CIHA Board members:**

- Represents the broad membership of the organization.
- Establishes a vision and outlines goals to reach the vision.
- Creates and sets policy.
- Creates and dissolves committees.
- Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals.
- Develops, adopts, and provides direction on strategic plans and budgets.
- Ensures effective organizational planning is in place.
- Determines, monitors, and strengthens programs, products, education, and services
- Enhances the organization's public standing.
- Assists in recruiting, orienting, and mentoring new Board members.
- Monitors overall operations, including oversight and evaluation of progress across goals.
- Partners and communicates well with staff so that each department is doing what it is designed to do.
- Represents CIHA in a professional manner to groups inside and outside of CIHA.

**President-Elect**

- Presides at all meetings of the CIHA
- Represents CIHA officially at meetings of allied organizations, both domestic and international.
- Succeeds the President upon completion of the President's term of office.
- Performs any other duties delegated by the Board of Directors or assigned by the President, including substituting for the President in the event of his/her absence.

**Treasurer**

- Responsible for the preparation of an annual budget for approval to CIHA board.
- Presents an annual financial report, audited by independent certified public accountants for the CIHA.
- Performs all duties incident to the office of Treasurer and any other duties as may be from time to time assigned by the President or the Board of Directors.
- Review expenses and income and control finances.

**Secretary**

- Ensures that meetings are held regularly, prepares agenda and minutes of the meetings.

- Performs all duties incident to CIHA work and any other duties as delegated by the CIHA Board or assigned by the President.
- Assists in all CIHA activities.