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Title: RPB Member Duties and Responsibilities		

1.0 PURPOSE AND SCOPE

The purpose of this document is to outline the duties and responsibilities of being a member of the Registry Programs Board (RPB).

2.0 OVERVIEW

Your service on the Registry Programs Board (RPB) is critically important to the AIHA Registry Programs, LLC. As indicated on the *RPB Candidate Application*, Board members are required to attend meetings at least two (2) times annually: either in conjunction with AIHA’s annual meeting (AIHce – May/June) or AIHA’s fall meeting (PCIH – September or October) or in January or February each year at the annual AIHA Affiliate Laboratory Programs training meeting. AIHA will cover reasonable and customary travel expenses to each of these meetings.


Being a member of the RPB is important and at times can be a time-consuming obligation. On average, the duties of Chair, Vice Chair, and Past Chair take approximately 25 hours per month; duties of members take approximately 15 hours per month. In between meetings, members of the RPB are expected to participate in and contribute to ad hoc task forces appointed by the RPB or its Chair, to vote on matters requiring RPB vote, including the approval for listing of registered analysts, and to participate in conference calls as requested. Timely responses to all pre- and post-meeting communications are important.

RPB members also perform the technical review for approval of all organization applications received for the registry programs and perform quality audit reviews on 10% of all registry applications processed.

In all, participation on the RPB 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.

If RPB members are participants in any AIHA Registry Program, they should be participants in good standing* at the time of application and if elected, they shall remain members in good standing throughout their tenure on the Board.

The AIHA Registry Programs, LLC endeavors to make this volunteer experience rewarding.

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*Good standing means that the AIHA Registry Program, LLC participant is current on all fees due to the LLC.

3.0 DUTIES AND RESPONSIBILITIES


3.1 Board Member

The Board is the “face” of the AIHA Registry Programs, LLC to its customers. It is important that members of the RPB work closely with one another, with other AIHA volunteer groups, and with AIHA Registry Programs, LLC staff to govern and lead the organization.

At its very core, the RPB ensures that the Registry Programs are operated in a scientifically sound manner and that resources are available at the technical level. The AIHA Registry Programs, LLC staff makes recommendations on operations and implements the administration of the programs. The Strategic Advisory Group provides strategic and business input to the AIHA Registry Programs, LLC. Staff and Management in developing and updating the strategic plan for the LLC.

Each RPB member shall:

- a) Become familiar with and support these AIHA Registry Programs, LLC defined duties and responsibilities;
- b) Represent the broad customer base of AIHA Registry Programs, LLC;
- c) Commit to the AIHA Registry Programs, LLC Long-Range Strategic Plan;
- d) Participate (actively and constructively) in activities consistent with the AIHA Registry Programs, LLC defined duties and responsibilities, as assigned;
- e) Become knowledgeable of policies governing the AIHA Registry Programs, LLC and review and approve Policy changes as required;
- f) Enhance the AIHA Registry Programs, LLC’s public standing;
- g) Assist in recruiting, orienting, and mentoring new Board members;
- h) Collaborate with AIHA Registry Programs, LLC staff, management, Strategic Advisory Group and other RPB members to make the most effective decisions possible;
- i) Disclose conflicts of interest and recuse yourself from any discussions where conflict may exist;
- j) Vote objectively on issues after listening to relevant facts;
- k) Vote in the ballot for the approval to list analysts enrolled in the registry programs who have met the requirements of listing;
- l) Bring relevant issues to the attention of the RPB;
- m) Chair and/or participate in task forces as assigned;

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- n) Speak with one voice (meaning that once the RPB has fully deliberated a given topic and a decision has been made, that you will publicly support the decision);
- o) Provide expertise on a variety of issues; and
- p) Follow all AIHA Registry Programs, LLC administrative procedures as applicable to the RPB including the technical review for approval of organization applications and quality audit reviews on 10% of all registry applications processed.

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

3.2 Chair


3.2.1. Role

The Chair serves as the primary leader and spokesperson of the RPB to the AIHA Executive Director, AIHA Affiliate Laboratory Programs Director, customers, to staff and, as required, to the AIHA Board of Directors.

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 RPB, the Director, AIHA Scientific and Technical Initiatives and staff to accomplish goals of the strategic plan;
- c) Preside at all RPB meetings and all RPB Executive Committee meetings, unless otherwise delegated;
- d) Review RPB budget, roster, and strategic business plan and provide input to management and staff;
- e) Collaborate, where appropriate, with the boards of the other AIHA Affiliate Laboratory Programs;
- f) Work in partnership with the staff to ensure that RPB resolutions are carried out;
- g) Call special meetings if necessary;
- h) Works with staff to establish RPB meeting agenda;

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- i) Create and dissolve task forces as needed; and
- j) Act as spokesperson for AIHA Registry Programs, LLC.

3.3 Vice Chair

3.3.1. Role

The role of the Vice Chair is to serve the customers, the RPB, 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 RPB 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 RPB Board they chaired and the RPB 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;
- 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 Director, AIHA Scientific and Technical Initiatives) shall meet periodically, at the discretion of the Chair. It shall be authorized to make decisions, on behalf of the entire RPB, between meetings of

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the RPB. The Executive Committee shall have all of the powers of the RPB in the management of the affairs of AIHA Registry Programs, LLC, with exception of removal from office of an RPB participant. The Executive Committee shall report its activities to the RPB at its next scheduled meeting, or earlier if necessary.