



## CALL FOR NOMINATIONS FOR THE 2021 IHMM BOARD OF DIRECTORS NOW OPEN

The IHMM Board of Directors Nominating Committee is accepting nominations of qualified candidates for the Institute's Board of Directors. Two director positions are open for election with four-year terms beginning January 1, 2021

**Two director positions are open. We have one for candidates holding the Certified Hazardous Material Manager (CHMM) credential, and another for the Public Member.**

Help ensure the continued excellence of IHMM's leadership by nominating qualified candidates for these positions. The Committee's slate of candidates will be distributed for election on November 1, 2020, and voting will remain open for four weeks thereafter. **Self nomination is acceptable.**

**Your credential must be in good standing (certification and annual fees current) for you to vote in the election.**

***Deadline for Nominations – July 17, 2020, 11:59PM EDT (by Email to Eugene A. Guilford, Jr. at [gguilford@ihmm.org](mailto:gguilford@ihmm.org))***

*Elections Open – November 2, 2020*

*Elections Close – November 30, 2020*

*Election Results Announced – December 4, 2020*

*New Terms begin – January 1, 2021*

**Send in your nominations TODAY!**

### **Candidate Eligibility**

**To be eligible, candidates must:**

- Have been certified with the IHMM credential whose associated board seat they are running for for at least six (6) years (with the exception of the CDGP seat);
- Complete a statement of interest to serve, as well as agree to submit to an IHMM background check;
- Meet any additional requirements for nomination that may be established in IHMM policies and procedures;
- Meet all published deadlines; and,
- Be in good standing (Does not apply to public member seat):
  - Be current in certification status by meeting all previous requirements for certification and not be overdue for recertification.
  - Have a signed Code of Ethics on file with IHMM Executive Office.
  - Not be under investigation for any suspected violations of the Code of Ethics.
  - Be current in Annual Certification Maintenance Fees

**An individual shall not be eligible for nomination to the Board if:**

- They are currently serving as an officer or board member of any other certification organization or of any national or international environmental, health, safety, transportation, and/or homeland security membership organization.

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- They are involved in activities that train or prepare candidates for any IHMM examination(s), unless he or she is willing to cease such activities for the duration of service on the Board and for a suitable period thereafter (in accordance with the latest approved IHMM policies and procedures).

### **Board Duties and Responsibilities**

The Board shall be responsible for the governance of IHMM, including establishing overall direction of IHMM, appointment of the Executive Director, policy-making, and financial management.

- In executing its responsibility to govern IHMM, the Board shall, individually and collectively, act in good faith in all matters to assure the ongoing administration of credible credentialing programs.
- The Board has ultimate authority and responsibility for all policies related to granting, maintaining, suspending, withdrawing, and changing the scope of certification.
- Directors shall understand and accept their fiduciary responsibility to IHMM, the Board of Directors itself, certificants and the consumer public.
- Each member of the Board shall execute his or her responsibility in conformance with these Bylaws, established IHMM policies and procedures, the Code of Ethics, and the Volunteer Code of Conduct.

### **Board Member Term of Service**

- The Directors shall serve staggered four-year terms in accordance with the latest approved policies and procedures.
- The maximum number of consecutive terms any Director may serve on the Board shall be limited to two (2).
- A Director who has previously served two consecutive terms on the Board shall become eligible to run again after one full term (4 years) off the Board.

### **Board Meetings**

- The Annual Meeting of the Board is held during the fourth quarter or each year, usually in December.
- Additional meetings are usually held during the third month of each quarter, or as requested by the Chair or a majority of the Directors.
- Meetings are usually held at IHMM's offices in Rockville, MD, to help facilitate travel for Board members.
- Meetings are usually scheduled on a Friday from 8:30 a.m. to 3 p.m.
- IHMM covers and/or reimburses travel and lodging expenses associated with attending board meetings.

### **Conflict of Interest**

- No Board member shall use his or her position, or the knowledge gained there from, in such a manner that is a conflict of interest between the interests of the organization and his or her personal interests.
- Each board member shall place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy. Board members must agree to uphold the policy on Conflict-of-Interest as a condition of service.

### **Fiduciary Responsibility**

- Each board member shall conduct his or her duties in a manner that is trustworthy and reflective of good stewardship.
- Directors must understand and accept their fiduciary responsibility to act in good faith on behalf of IHMM.
- Members of the Board shall abide by the policies and procedures of IHMM as a condition of service.

- The needs of the certification functions of IHMM shall be given priority in the Institute's budgeting process, and ancillary projects or support positions shall not be funded if doing so would leave insufficient resources to cover the Institute's core certification functions.

In accepting their responsibility in governing a credentialing organization, Directors shall understand that their fiduciary responsibility extends beyond protecting the assets entrusted to them. Fiduciary responsibility includes safeguarding the public's trust through the administration of a credible credential, by protecting the intellectual property and reputation of the organization, and in exercising due diligence to uphold the integrity of the certification program. This understanding is reflected in each member's performing his or her duties in a manner that is trustworthy, reflective of good stewardship, and respectful of the organization in prosecuting its mission.

### **Confidentiality**

- Members of the Board and all volunteers and staff associated with the IHMM certification program shall keep confidential all information obtained in the process of prosecuting the purposes of IHMM.
- Confidential information extends to information obtained about applicants, candidates and certificants, and the intellectual property of IHMM.
- All individuals associated with the certification program shall sign a Non-Disclosure Agreement as a condition of service and employment in the organization.

### **Election Process**

- The Nominating Committee issues a Call for Nominations for each year in which an election is to be held.
- The Call for Nominations shall include relevant information regarding the Board and individual Board member's duties and responsibilities, term of service, and requirements for meeting attendance, fiduciary responsibilities, avoiding conflicts of interests, and upholding the policies and procedures of the Institute.
- The Nominating Committee may receive nominations from any certificant in good standing, including self-nomination, or from any other stakeholder.
- The Nominating Committee shall follow the latest approved policies and procedures for reviewing and evaluating nominations.
- The Nominating Committee shall assure that elections for the IHMM Board follow the latest approved policies and procedures.
- All certificants in good standing may vote for all open Director positions.
- The newly elected members of the Board shall be announced at the Annual Meeting, and shall assume office on January 1 of the coming year.

### **2020 IHMM Nominating Committee Members**

**Nathan T. Phelan, CHMM, Chair** – Salesforce, 2035 NW Cornelius Pass Rd., Hillsboro, OR 97124, 971-998-5580, [nathantphelan@gmail.com](mailto:nathantphelan@gmail.com)

**Heather Waldmann, CHMM** – VHB (Hauppauge, NY) 631-787-3432, [hwaldmann@vhb.com](mailto:hwaldmann@vhb.com)