EXECUTIVE POSITION PROFILE

Chief Executive Officer

American Board of Industrial Hygiene

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# Table of Contents

*Click any entry in this Table of Contents to go directly to that page.*

*Click on the page number at the bottom of any page to return to these Contents.*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. <strong>Overview</strong></td>
<td>3</td>
</tr>
<tr>
<td>II. <strong>Position Description</strong></td>
<td>4</td>
</tr>
<tr>
<td>III. <strong>Organization Review</strong></td>
<td>7</td>
</tr>
<tr>
<td>IV. <strong>Geographic Background</strong></td>
<td>10</td>
</tr>
<tr>
<td>V. <strong>About Vetted Solutions</strong></td>
<td>14</td>
</tr>
</tbody>
</table>
I. Overview

**Opportunity**
This is an opportunity for an outstanding executive to take ABIH to its next level. The organization and its new CEO will focus on growing the importance of the CIH credential within the industrial hygiene profession, ensuring that qualified professionals maintain their interest in being certified and that employers understand the value of hiring and developing such expertise on staff. ABIH and its next CEO will play a vital role in contributing to the overall growth of the profession and the understanding of the value of professional practice within the profession. To achieve this goal, ABIH will continue its outreach to students, early-career professionals, and educators as well as to industrial hygiene professionals throughout the world.

The successful executive will run the business of ABIH, serving as a partner to the Board and a leader to the ABIH staff. He or she will focus on continual process improvement and growth, while always maintaining the integrity of the CIH. This individual will be a global thinker, an innovator, and one who energizes others. Comfortable driving strategy, the new CEO must also be successful at implementation.

Many see ABIH and the CIH credential as the gold standard, because of the integrity of the exam and the process itself. The new CEO will seek innovative ways to broaden outreach and share the message regarding the quality of the CIH and the importance of seeking and maintaining this certification.

**The Organization**
The American Board of Industrial Hygiene is a nonprofit, voluntary, professional credentialing organization. With its Certified Industrial Hygienist (or CIH) credential, ABIH certifies qualified Industrial Hygienists who have met the academic, work-experience, and professional-knowledge standards established by the Board of Directors.

**Location**
The organization’s office is located at 6015 West St. Joseph Highway, Suite 102, on the western outskirts of Lansing, Michigan.

**ABIH’s Vision & Purpose**
The ABIH’s ultimate vision is that the CIH credential is globally recognized as the premier standard of professional competence and knowledge in industrial hygiene/occupational health and safety.

ABIH is dedicated to implementing appropriate professional standards designed to serve the public, employees, employers, clients, and the industrial hygiene profession. Foremost, CIH diplomates and candidates give priority to health and safety interests related to protecting people. Further, they act in a manner promoting integrity and reflecting positively on the profession, consistent with accepted moral, ethical, and legal standards.

**ABIH’s Code of Ethics**
All Industrial Hygienists attaining the CIH designation agree to be dedicated to and comply with a **CODE OF ETHICS** detailing the best ethical principles and policies of those practicing in the industry.

**Website**
The American Board of Industrial Hygiene can be found online at:  
www.abih.org
II. Position Description

Scope of the Position

The Chief Executive Officer of the American Board of Industrial Hygiene reports and is accountable to the Board of Directors, which is ABIH’s policy and standard-setting body, representing the interests of the current and prospective CIH diplomates in determining and codifying written performance expectations for the profession.

The ABIH Board carries out its responsibilities using the Carver Policy Governance Model. As such, the Board and the CEO will collaborate in setting strategic direction, and the CEO will operationalize plans to accomplish that direction.

The CEO is the chief administrator and chief strategist for the organization. This person will be responsible for developing the talented staff in place and to recruit top notch talent as the need might arise. This individual will also work closely with the Board to ensure it is properly oriented and that the organization remains focused on moving the organization forward.

The CEO is expected to collaborate with a number of other associations and certification organizations that are stakeholders in ABIH and its diplomates. Continuing the sharing of knowledge and communications with these partners will be critically important.

As this is the first time ABIH is seeking a new executive in many years, the organization is attuned to the fact that focusing on a successful transition is crucial. The Board has discussed, and continues to discuss, the importance of working collaboratively with the new CEO to ensure this person enters the organization in the right way and has the full support of the Board and staff going forward.

Success in the future includes proactive movement on the newly defined strategic initiatives of the organization as well as continued collaboration between Board and staff.

Experience & Qualifications

- A bachelor’s degree is required; a master’s degree is preferred.
- Five years of experience in an association or nonprofit management.
- Highest ethical standards.
- Strong management experience in an environment focused on membership and customer service.
- Experience working with and being accountable to a governing board.
- Proven success in selecting, retaining, and leading senior management staff.
- Experience enhancing an organization’s visibility.
- Strong skills in budgeting and financial/accounting management, with a minimum of $1 million budget oversight experience.
- A dynamic and positive “servant leader” with proven collaboration and team-building skills.
- An articulate leader who understands, embraces, and articulates ABIH’s role and purpose and effectively communicates it to staff, beneficiaries, media, and other stakeholders.

(Continued on the next page)
Experience & Qualifications (continued)

- A strategic thinker.
- An innovative problem solver.
- An effective “thought leader” and excellent listener, able to handle diverse personalities.
- Experience working with diverse groups of people, domestically and internationally.
- A track record of developing and implementing effective strategic business plans.
- Operational business acumen.
- Demonstrated effectiveness in communications and relationship building with constituents, professional colleagues, and affiliated organizations.
- Ability to gracefully “take charge”, yet readily accept direction from the Board.
- Strong public speaking skills and presence displaying an ability to meet deadlines and respond to diverse constituencies.

Additional Experience
ABIH has a preference for the following experiences, but recognizes that some otherwise strong candidates may lack one or more of these items:
- Experience with policy governance.
- Experience with certification program management.
- A Certified Association Executive (CAE) credential.

Key Responsibilities

- Develops ABIH’s operational/business strategy, planning, and programming in accord with the vision and strategic direction of the organization set by the Board.
- Stimulates and inspires the Board’s thinking and decisions about ABIH’s strategic vision, direction, and initiatives.
- Translates the Board’s strategic direction into specific and appropriate operational actions.
- Fosters the growth of the body of CIH diplomates through new and innovative business approaches.
- Manages ABIH’s budget and actual financial condition in a manner consistent with clearly articulated Board policies.
- Ensures financial sustainability as well as accurate and timely financial reporting, with appropriate financial controls in place.
- Oversees all day-to-day operations and staff in a manner consistent with the standards set forth in the Board’s Ends & Management Limitations policies.
- Leads the staff in setting integrated goals, plans, and programs in support of the Ends/Results priorities.
- Directs staff programs and activities, ensuring that competent and motivated individuals are in place.
- Encourages a staff culture that is focused on and responsive to the needs of ABIH’s current and prospective certificate holders.
- Publicizes ABIH’s programs, products, and services and maintains effective communications with key constituents, including employers, governmental agencies, educators, and professional organizations.
- Ensures ABIH is run in compliance with applicable laws and regulations, and ensures the Board is informed of the condition of the organization.
- Reports to and works closely with the Board, its officers, and its committees.
Personal & Professional Qualities

The successful candidate will possess a wide range of personality traits, work habits, and communication and social skills necessary to work effectively within the organization. This person will have both personal and professional integrity, strong communication skills, and a professional appearance and presentation. In addition, the qualified candidate will have a strong desire to succeed in a challenging environment.

Other proficiencies and best practices for the highest performers include:

- **Integrity & compliance:** Can be relied upon to act ethically, to safeguard confidential information, and to adhere to the American Board of Industrial Hygiene’s mission and core values.
- **Leadership:** Ability to build a sense of shared purpose and commitment in others.
- **Strategic vision & thinking:** Ability to position the organization for the future, looking beyond the present situation to conceptualize key trends and identify changing market demands.
- **Managing performance:** Assists others in setting goals that are challenging and aligned with the broader organization goals; monitors and evaluates employee performance; provides feedback; and reinforces positive behaviors.
- **Coaching & developing others:** Guides others in performing effectively and provides others with development opportunities.
- **Recruitment & retention:** Attracts, selects, and retains talented staff.
- **Financial skills:** Manages his or her part of ABIH’s financial performance and understands key financial indicators.
- **Relationship building:** Networks outside and inside the organization and builds positive strategic relationships with key individuals and groups.
- **Creativity:** Ability to address problems and challenges, moving beyond the standard methods and solutions, and keeping ABIH ahead of the curve.
American Board of Industrial Hygiene

ABIH is the world’s largest and leading organization for certifying professionals in the practice of industrial hygiene. Its headquarters office is located in Lansing, Michigan.

ABIH administers the Certified Industrial Hygienist (CIH) credential through a rigorous process evaluating educational qualifications, professional experience, examination, certification maintenance, and ethics enforcement. (Between 2001 and 2006, ABIH also offered an Associate-level credential, CAIH. In 2006, ABIH discontinued offering this certification but continues to administer and maintain this credential.)

ABIH was established as an independent corporation with the sole purpose of providing a certification program that ensures a minimum level of knowledge and skills in industrial hygiene. Certification provides a professional milestone, presenting a respected third-party, independent indicator of achievement.

ABIH is a 501(c)(6) non-for-profit organization managed by a 12-member Board of Directors and a staff of six located in Lansing, Michigan. The annual operating budget is approximately $1.2 million. The organization is an IOHA-recognized Certification Board and accredited by ANSI and NCCA.

History

ABIH was incorporated in 1960, with the first Board meeting taking place in Pittsburgh that same year. However, the organization traces its origins back almost another half century.

1914 — The Industrial Hygiene Section of the American Public Health Association is established.
1937 — The Michigan IH Association, the first independent IH association at the state level, is founded.
1938 — The National Conference of Governmental Industrial Hygienists (NCGIH), the first independent IH association at the national level, is founded.
1939 — The American Industrial Hygiene Association (AIHA) is founded.
1946 — The NCGIH is renamed the American Conference of Governmental Industrial Hygienists (ACGIH).
1956 — The AIHA appoints an ad hoc Committee on Certification.
1957 — The ad hoc committee appoints a Committee on Certification Standards.
1958 — The ACGIH is invited to join with the AIHA and begins participation.
1959 — The committee recommends a separate Board be established for certification of IHs.
1960 — Twelve delegates hold the first meeting in Rochester, New York, leading to incorporation of the Board and its first meeting.

Defining Industrial Hygiene

Industrial hygiene is the science of protecting and enhancing the health and safety of people at work and in their communities. Health and safety hazards cover a wide range of chemical, physical, biological, and ergonomic stressors.

The term industrial hygiene gained popularity in the early 1900s with the formation of the Industrial Hygiene Section of the American Public Health Association. It began with scientists (e.g., chemists, toxicologists, physicians, and engineers) evaluating and improving the health of the work environment, largely focusing on chemical and noise hazards.

Today’s term industrial hygiene has greatly expanded in application and scope in the ensuing century. It now encompasses all hazards, industries, workers, their families, and the communities. Also, other terms have come to essentially mean the same thing as industrial
families, and the communities. Also, other terms have come to essentially mean the same thing as industrial hygiene — e.g., occupational hygiene, occupational health, and environment, health & safety (EHS).

Anticipating, recognizing, evaluating, controlling, and correcting hazards have always been the prime goals for Industrial Hygienists, who traditionally became proficient by some combination of education, training, and experience. However, the term Industrial Hygienist has not been restricted or defined by law. Therefore, anyone, regardless of knowledge and competency, can call themselves an “Industrial Hygienist.” ABIH was established to better define excellence in the profession.

**ABIH Governance**

Governance is set forth in four categories of governing policies that are developed and approved by the Board and implemented by the CEO and administrative staff:

- **Ends** — Prioritizing organizational results expectations in terms of benefits and outcomes for and on behalf of current and future constituents.

- **Management Limitations** — Further defining the parameters of authority within which the CEO is empowered to manage the operating organization.

- **Governance Process** — Further defining the methods and standards by which the organization carries out its responsibilities.

- **Board Management Delegation** — Refining the description of the Board’s relationship with the operating organization, including delegation to and accountability of the CEO, as well as process/systems by which the Board assesses CEO performance.

**ABIH Board of Directors**

- **Mark Finn, Ph.D., CIH – CHAIR** (2010-2014)
  FinnLP
  Chicago, Illinois

- **Nicole Greeson, CIH – VICE CHAIR** (2011-2015)
  Duke University, Occupational & Environmental Safety Office
  Durham, North Carolina

- **Lydia Renton, CIH, ROH – PAST CHAIR** (2009-2014)
  WESA, a division of BluMetric Environmental Inc.
  Ottawa, Ontario, Canada

- **Patricia Beach, CIH** (2011-2015)
  Harris & Lee Environmental Sciences LLC
  Santa Rosa, California

- **Kimberly Castillon, CIH** (2010-2014)
  OSHA
  Albany, New York

- **Bret Clauwen, CIH, CSP, CHMM, ARM** (2012-2016)
  CH2M Hill
  Englewood, Colorado

- **Michael Larrañaga, Ph.D., CIH, CSP, PE** (2012-2016)
  Oklahoma State University
  Stillwater, Oklahoma

- **Timothy Paz, CIH** (2013-2017)
  Department of Veterans Affairs, Office of Research Oversight
  Washington, D.C.

- **Swan Ripple, CIH** (2012-2016)
  The Dow Chemical Co.
  Midland, Michigan

- **David C. Roskelley, CIH, CSP** (2013-2017)
  R & R Environmental Inc.
  Sandy, Utah

- **Shamini Samuel, CIH, CSP, ROH** (2010-2014)
  Suncor Energy Inc.
  Calgary, Alberta, Canada

- **Michael Shanklin, Public Member** (2012-2014)
  Kidspace Children’s Museum
  Pasadena, California
The CIH Designation
A candidate for Certified Industrial Hygienist (CIH) qualifies to take ABIH’s examination by meeting or exceeding numerous academic and experience requirements. Academic knowledge alone does not make a competent Industrial Hygienist. Experience provides the synergistic ingredient, the “art” to applying the technical principles in a manner that provides a reasonable solution for a workplace health issue. These requirements include:

- A four-year bachelor’s degree in biology, chemistry, physics, or engineering from a regionally accredited college or university; or in IH or safety from an ABET-accredited program; or with at least 60 semester hours of science, math, engineering, or science-based technology, with at least 15 hours at the junior, senior, or graduate level).

- Specific IH coursework of at least 180 academic hours or 240 continuing education hours, with at least half the hours in the areas of fundamentals of IH, toxicology, measurements, and controls.
- Two hours of ethics training or coursework.
- Professional-level, broad-scope IH experience spanning (a) four or more years of IH practice, and (b) two or more years involving at least one of the following occupational health stressors: chemical, physical, biological, or ergonomics.
- Written, confidential references from one’s current supervisor and past supervisors to verify IH work experience and current level.
- A written, confidential reference from one active CIH familiar with the candidate’s work experience.

Through the examination process, a CIH candidate demonstrates knowledge and skills in the following areas:

- Air sampling & instrumentation
- Analytical chemistry
- Basic science
- Biohazards
- Biostatistics & epidemiology
- Community exposure
- Engineering controls/ventilation
- Ergonomics
- Health risk analysis & hazard communication
- IH program management
- Noise
- Non-engineering controls
- Radiation – ionizing and non-ionizing
- Thermal stressors
- Toxicology
- Work environments & industrial processes
IV. Geographic Background

LANING, MICHIGAN

Lansing, Michigan, where the American Board of Industrial Hygiene is headquartered, is located in the center of the state. It is the state’s capital and its sixth largest city, with an estimated population of 114,000 in 2012. The Lansing Metropolitan Area is home to about 465,000, ranking it 99th among the nation’s metro areas.

History & Economy

Lansing has been Michigan’s capital city since 1847, one decade after Michigan became a state. At the time, it was a settlement of fewer than 20 people, but its central location in the state was considered ideal. Detroit was the capital until then, but deemed unsafe in that role, given its bordering Canada, which the British still controlled. Its capture by the British during the War of 1812 proved this was a real concern.

Lansing is paired with the city of East Lansing, with a resident population of about 49,000, but also an equal number of students at Michigan State University, one of the nation’s largest universities both in campus area and population.

The city’s diversified economy today — including government, healthcare, manufacturing, insurance, banking, and education — in many ways reflects its history. By the Civil War, the city was incorporated, had a population of 3,000 with a growing base of state employees and legislators, and next door had the nation’s first land-grant institution, now known as Michigan State University. In addition, downtown Lansing has the distinction of being home to the Thomas M. Cooley Law School, the largest law school in the nation with an enrollment of 3,650.

Lansing started on the road to becoming an industrial center when Ransom E. Olds founded the Olds Motor...
Vehicle Co. in 1897. The company soon moved to Detroit, after Olds sold his ownership. But he returned automaking to Lansing in 1905 with the REO Motor Car Co. REO made cars and trucks until 1975. Even with REO’s disappearance, automaking remains prominent in Lansing. General Motors (which acquired Oldsmobile back in 1908) has long had a presence in the city. In 2001 and 2006, GM opened high-tech auto assembly lines in Lansing and nearby Delta Township, reversing what had been a decline in the manufacturing base.

The auto industry’s general decline in the region has caused area government and business leaders to encourage the tech and research sector.

**Transportation**

**Air — Capital Region International Airport (LAN)** is Lansing’s municipal airport, about 10 minutes (six miles) northeast of ABIH’s offices. Carriers include Delta, United, Sun Country, and Allegiant, with nonstop flights year-round to Detroit, Chicago, Orlando, Minneapolis, and Washington, D.C. LAN gets its “International” moniker by having seasonal Apple Vacations charters to Puerto Vallarta and Cancún, Mexico, and Punta Cana, Dominican Republic.

**Detroit Metropolitan Wayne County Airport (DTW)**, the nation’s 12th busiest, is 90 miles southeast of Lansing (about a 75-minute drive). It is Delta’s second busiest hub. The airline has nonstop flights not only nationwide (as do Southwest, American, and Spirit) but to Europe, Asia, and the Caribbean. American, Southwest, Delta, and US Airways also have large presences.

**Auto —** ABIH’s offices are less than a mile north of Exit 1 of Interstate 496, which cuts straight through the center of Lansing. One mile west of Exit 1, I-496 meets Interstate 69/96. I-96 extends east-west across Michigan from Lake Michigan to Detroit. I-69 extends south to Indianapolis, crossing the major east-west highways I-94 and I-80/90 on the way. Going north, I-69 turns east just beyond Lansing, going to Sarnia, a major crossing into Ontario, going to Toronto and Niagara Falls. The other highway serving Lansing is State Highway 127, which goes due north to meet up with I-75 on its way up to the Mackinac Bridge and the Upper Peninsula.

Michigan’s State Capitol Building was dedicated in 1879 and renovated in 1989-92.
Climate
Lansing has a Midwestern humid continental climate influenced by the Great Lakes. Winters are cold with moderate to heavy snowfall; summers can be very warm and humid. On average, temperatures top 90°F on nine days each year and drop below 0°F on 10 or 11 winter nights. Annual snowfall averages 49 inches, comparing favorably with 58 inches in Ann Arbor (60 miles southeast), and 73 inches in Grand Rapids (60 miles west).

Culture & Recreation
Major cultural attractions in the Lansing area include:
- **Abrams Planetarium**, on the MSU campus
- **MSU Horticultural Gardens**
- **Impression 5 Science Center**, located in a historic wagon works factory on the Grand River
- **Ingham County Fairgrounds & Exposition Center**, in Mason, which has hosted the County Fair for 148 years, in late July and early August
- **Potter Park Zoo**, a 102-acre facility with more than 160 species
- **Turner Dodge House & Heritage Center**, a 1855 historic house dedicated to showcasing the city’s pioneers

**LANSING, MICHIGAN**

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<th>Climate Statistics</th>
<th>Daily Average</th>
<th>Daily Minimum</th>
<th>Daily Maximum</th>
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<tr>
<td><strong>TEMP. (°F)</strong></td>
<td>January</td>
<td>February</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>30.1</td>
<td>33.3</td>
<td>44.1</td>
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<tr>
<td><strong>SNOW (INCHES)</strong></td>
<td>16.8</td>
<td>18.5</td>
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<tr>
<td></td>
<td>1.7/13.5</td>
<td>1.5/11.8</td>
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areas, including Downtown and Old Town. One can indulge in numerous cuisines, including Greek, Italian, Mediterranean, Mid-Eastern, Chinese, Thai, Jamaican, Mexican, Southwestern, sushi, steak, and seafood.

Shopping & Dining
Greater Lansing shopping opportunities include several major malls.

- **Eastwood Towne Center**, north of downtown, is an upscale mall with 60+ shops, including Pottery Barn, Williams-Sonoma, J. Crew, Coldwater Creek, and Banana Republic. Restaurants include P.F. Chang’s, Mitchell’s Fish Market, and Claddagh Irish Pub.

- **Lansing Mall**, less than two miles north of ABIH’s offices, offers 70+ stores, including Macy’s, J.C. Penney, Younkers, T.J. Maxx, Best Buy, Aeropostale, American Eagle, Barnes & Noble, Bath & Body Works, Kay Jewelers, and Victoria’s Secret. Dining options include Houlihan’s, Applebee’s, Panera Bread, Olga’s Kitchen, and Logan’s Roadhouse.

- **Meridian Mall**, in Okemos, east of MSU, has 125 specialty stores, including Macy’s, J.C. Penney, Younkers, Bed Bath & Beyond, Dick’s Sporting Goods, Schuler Books & Music, and Planet Fitness. Restaurants include Ruby Tuesday, Olive Garden, and Chili’s.

The Oldsmobile Curved Dash, first built four years after Ransom E. Olds founded his company in Lansing, was sold from 1901 to 1907. It was America’s first mass-produced car. Olds’ companies helped launch Lansing as an industrial center.

- **Tanger Outlet Center Kensington Valley**, 35 miles to the east, in Howell, features 70 outlets, including Banana Republic, Gap, Tommy Hilfiger, Nike, White House | Black Market, Under Armour, Polo Ralph Lauren, Chico’s, and Ann Taylor.

The metro area also offers many boutiques, specialty stores, galleries, and other shops in numerous districts, including these:

- **Old Town** in recent years has become a thriving environment of art galleries, festivals, boutiques, restaurants, and creative businesses dedicated to the revitalization of this historic district.

- **Lansing City Market**, a charter member of the Michigan Farm Market Association, was established in 1909. Recently reconstructed, the market is now located downtown on the Grand River, with vendors offering fresh local farm produce to original artwork and craft year-round.

- **Downtown Lansing** now includes dozens of specialty shops, as does a similar district in **Downtown East Lansing**.

The Lansing River Trail, running through the city’s downtown.
Vetted Solutions is a Washington, D.C.-based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on senior staff and CEO positions with trade associations, professional societies, association management companies, nonprofit organizations, and those organizations that serve them.

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