Local Section Officers: Roles and Responsibilities

Local Section Officers

Officers lead the section by planning activities, overseeing finances, maintaining section records, and serving as its voice to other organizations. Only members in good standing may hold an office, and all officers must be an AIHA national member. It is recommended in the model bylaws that each local section should have a president, president-elect, treasurer, and secretary; however, sections can alter this with Board approval.

Responsibilities of Officers

President

The local section president is ultimately responsible for the section’s success. The president provides the overall direction for the section which must be consistent with the association’s mission and strategic planning, as well as the section’s own bylaws. The role requires the president to facilitate a broad range of activities and relationships. Therefore, an individual’s knowledge of the association and of the current developments within the industrial hygiene profession, coupled with the ability to guide the affairs of the section should be considered when electing a president.

The president is responsible for chairing all of the section meetings and Executive Committee meetings. The president also has the authority to appoint members to local section committees. He or she is a voting member of the Local Sections Council and should attend the Local Sections Council Business Meeting at the annual American Industrial Hygiene Conference and Exposition (AIHce). The president must routinely communicate with the local section membership, officers, and committee personnel (AIHA Board and staff).

The president should also ensure that the local section contact for AIHA national (Local Sections Manager) receives the following: all section mailings, a yearly membership directory, and notifications of any officers or bylaw changes.

President-Elect

In the absence of the president, the president-elect is responsible for seeing that all local section functions run smoothly. He or she chairs the Program Committee and is a non-voting member of the Local Sections Council. The president-elect should also attend the annual Leadership Workshop.
Treasurer
The treasurer provides financial oversight for the section. It is the treasurer’s duty to receive funds, pay bills in accordance with the budget, prepare the financial reports, and ensure that the local section’s exemption form is filed with national AIHA by June. He or she should attend all local section Board meetings and maintain a close relationship with the local section Finance Committee (see chapter on Section Finances, for detailed responsibilities).

Secretary
The secretary is responsible for the administrative functions of the local section. A two- or three-year term for secretary is recommended to maintain continuity in the office. Where necessary, one or more assistant secretaries could be useful to share the work load.

The secretary must fulfill the following responsibilities:

1. Take meeting minutes—The secretary is responsible for recording discussions, motions and outcomes, ballots, and other relevant information from section meetings.

2. Maintain a current roster of the officers and the members of the local section (names, addresses, and telephone numbers). Must send any officer changes to the Local Section Manager

3. Maintain the section mailing list and coordinate the section’s mailings.

4. Hand over bylaws and files to the incoming secretary and send bylaw changes to national AIHA for Board approval (see Bylaw Revisions).

5. Order section supplies

Directors
It is highly recommended that provisions be made in the bylaws for local section directors. Directors can help the section by chairing committees and assisting officers with their duties. Directors need not be members of national AIHA.

Examples of Director titles:

- Membership Director
- Meetings and Education Director
- Communications/PR Director
- Community Affairs Director
- Government Relations Director
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Submitted by: ________________________________