

## AIHA Board Officers

Drafted: July 2019

## President/President-Elect/Vice President/Past President Roles

Election as Vice President shall set into action the following automatic succession:

- *Vice President*: 1-year term. Duties include those delegated by the Board or assigned by the President.
- *President-elect*: 1-year term. Duties include those delegated by the Board or assigned by the President.
- *President*: 1-year term. Duties include leading the Board's strategic planning meeting in July and 3 other face-to-face meetings (normally in November, February and at AIHce each spring)
- *Past President*: 1-year term. Duties shall include those delegated by the or assigned by the President. The Past President shall also chair the *Board Nominating* and the *AIHA Named Awards and Honors* Committees.

To assist the incoming and future AIHA presidents with understanding the many responsibilities and roles assumed by this position, the following list has been compiled. Although not exhaustive, it reflects the more significant activities. As an aside, the CEO is now copying all Ps on routine communications to help ensure a smooth transition between officers as they progress through the roles.

More specifically...

First, as **Vice President**, serves on Board Nominating Committee

The following year, as **President-Elect**:

- Works with CEO in planning and leading **Board Orientation**: two-parts: (1) conference call followed by (2) in-person meeting at AIHA offices
- Is responsible for kicking off annual **Leadership Workshop** (held in fall)
- Serves as ex-officio member of **Conference Planning Committee** and **Continuing Education Committee**
- Supports the president as noted below
- Serves as meeting chair in event president is unable to attend

The following year, as **President**, manages the following roles and activities:

### Governance

- Following Board Orientation, consults with new **president-elect** and **vice-president** in assigning Board Liaison roles (*Note: consultation is desired due to some terms extending multiple years*). Exception: Nominating Cmte chair is selected by past president (chair); Finance Cmte director-at-large position is selected by treasurer, both in consultation with president
- Works with CEO in planning Board meeting agendas roughly 6 weeks prior
- Assesses need for unscheduled Board calls as circumstances warrant
- Attends ASSP SAFETY Conference (often with CEO) to meet with our counterparts (June)

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- May attend (or designate an alternate) allied organization events (e.g., international “sister” organizations and others), in consultation with the **president-elect** and CEO based on AIHA’s financial position and strategic priorities
- Every 3 years works with **president-elect** to initiate and deploy strategic planning process; serves on task force
- Serves as ex-officio (non-voting) member on **Board Nominating Cmte, AIHA Named Awards & Honors (Fellows) Cmte**

## Membership / Professional Community / AIHF

- Reviews and is signatory on various membership e-messaging, i.e. recruitment/retention welcome series (staff ghost writes for president’s approval)
- Reviews and is signatory on all congratulatory / regret letters for all award nominees, AIHF sponsors
- Reviews and is signatory on AIHF Impact Report Newsletter (staff ghost writes for president’s approval)
- Works with staff to schedule and leads AIHF Board of Trustees and Guideline Foundation Board meetings
- Signs/notarizes AIHF state registrations
- Participates (along with other Board members) in speaking at Local Section events
- Attends Yuma-Pacific annual meeting and co-presents with CEO “State of AIHA” report

## Government Relations

- For Requests for Comment and Information from Government Entities and for Legislation: Participates in poll as arranged by Director, Government Relations. If comments are warranted, reviews final draft and is AIHA’s signatory.
- For Testimony: Reviews final draft and, if under very tight time constraints, may exercise independent authority to approve. May also decide on the Association’s spokesperson.

## Marketing / Communications

- Is available for all press interviews (via phone, TV or print) that are arranged through the Marketing/Communications Dept.; appraises Marketing/Communications of all interviews in which they are invited to in order to develop talking points in advance
- Produces (or works with staff to produce) a monthly president’s column for *The Synergist*
- Is available for videos that will be pre-arranged and recorded by staff and used for use on AIHA’s YouTube channel, website, social media channels, etc.
- Approves press releases generated by staff pertaining to the Board, government relations or sensitive matters on behalf of the membership
- Provides quotes (or works with staff to produce) quotes for all appropriate press releases that go out

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- For press conferences, acts as representative of AIHA in appropriate capacity (i.e. moderator, emcee, giving remarks, etc.)
- May receive media training provided by AIHA or an AIHA selected media coach before or early on in his/her tenure

## **Education & Meetings**

- Has multiple responsibilities at AIHce and other AIHA in-person events as needed
- Attends annual Intersociety Forum meeting (generally March or April)
- Participates in trilateral (with AIOH, BOHS) and ABIH leadership meetings as schedule permits (all three organizations host at their respective events. Normally, an option exists to attend by phone if unable to attend in person.
- Kicks off **Future Leaders Institute** meeting (held every other year, so may not apply to all Presidents)

## **Human Resources**

- Leads CEO annual review and goal-setting processes via the Executive Development Committee (now the Executive Cmte)
- Works with Director, HR on updating CEO evaluation process (as needed) and reviewing CEO comp salary studies
- Leads negotiation on behalf of AIHA for CEO employment agreement
- Routes any concerns pertaining to AIHA staff through CEO

The following year, as **Past President**:

- Serves as chair of **Board Nominating Committee**

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### **Treasurer**

Election as Treasurer-elect shall set in motion the following succession:

- Treasurer-elect: 1 year. Duties shall include support to the Treasurer and any duties as delegated by the Board of Directors or assigned by the President or Treasurer.
- Treasurer: 2 years. Duties shall include those outlined in policy and delegated by the Board of Directors. In the second year, automatically succeed the Treasurer position and responsibilities include training the new Treasurer-elect.

The Treasurer shall be the chair of the Finance Committee and shall be responsible for the preparation of an annual budget, in conjunction with staff, for approval by the Finance Committee before being submitted to the Board of Directors for final approval. The Treasurer shall present an annual financial report, audited by independent certified public accountants for the Association, at the Annual Meeting of the membership. If required by the Board of Directors, the Treasurer shall be bonded for the faithful discharge of duties in such sum and with such surety as the Board of Directors shall determine. The Treasurer shall perform 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.

More specifically...

#### **Governance**

- Chair of the AIHA Finance Committee
- Works with the CFO in planning each meeting agenda and leads the four meetings of the Finance Committee
  - Conference call in April
  - Face to face meeting at AIHce
  - Conference call in September
  - Face to face meeting in October
- Reviews applications, interviews, and selects the Member-at-large Committee member, in consultation with the President, and by approval of the AIHA Board
- In consultation with the President, selects the director-at-large position on the Committee
- Attends the new Board orientation and presents the financial material along with the CFO
- Works with the CFO to prepare a Treasurer's report and presents, along with the CFO, at each Board meeting
- Works with the CFO to prepare and then presents a financial update report at the State of Affairs Breakfast at AIHce

#### **Financial Audit**

- Meets with AIHA's financial auditors via conference call before the start of the annual audit
- Receives the annual audited financials and audit report, along with the other Finance Committee members, during the April conference call
- Presents the accepted audited financials to the AIHA Board at the May meeting
- Presents the annual audited financial report and update at the annual membership meeting

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### **Investments**

- Receives the investment advisor's monthly report and is kept apprised by the CFO of any substantial changes to the AIHA's investments
- Meets via conference call quarterly with AIHA's investment advisor, CEO and CFO to review the advisor's investment report
- Reviews AIHA's investment and reserve policy annually, along with the Finance Committee, and recommends changes to the AIHA Board

### **AIHF and Guideline Foundation**

- Serves on both Foundations' Board as the Treasurer
- Same responsibilities for AIHF's investments as listed above for AIHA
- Same Treasurer's reporting responsibilities to the Boards

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### **Secretary:**

Election as Secretary-elect shall set in motion the following succession:

- Secretary-elect: 1 year. Duties shall include support to the Secretary and any duties as delegated by the Board or assigned by the President or Secretary.
- Secretary: 2 years. Duties shall include those delegated by the Board. The final year shall also include training the new Secretary-elect.

The Secretary shall ensure that minutes of the meetings of the Board and Executive Committee are recorded and retained in a manner consistent with the association's record retention policy; superintend the registration of proxies; supervise the conduct of ballots; assure that all notices are given in accordance with the provisions of AIHA Bylaws or as required by law; and, in general, perform all duties incident to the office of Secretary and any other duties as delegated by the Board or assigned by the President. The Secretary shall serve a two-year term of office.

On average, the duties of secretary take approximately 10-15 hours immediately following each face-to-face board meeting (less for conference calls). Additionally, the Board meets face-to-face four times a year.

More specifically...

#### **Governance**

- Prepares and ensures that minutes of the meetings of the Board and Executive Committee are recorded and retained in a manner consistent with the association's record retention policy
- Provides oversight for the registration of proxies for annual membership meeting
- Oversees conduct of all board and general membership ballots
- Assures that all notices are given in accordance with the provisions of AIHA Bylaws or as required by law
- Works with the CEO to prepare and present a brief report at the annual membership meeting
- In general, performs all duties incident to the office of Secretary and any other duties as delegated by the Board or assigned by the President.

#### **AIHF and Guideline Foundation**

- Serves on both Foundations' Board as the Secretary