

# Local Section Annual Action Plan



Name of Local Section: \_\_\_\_\_

Time Period Covered by Plan: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**Section 1: Local Sections are reminded that they must complete the following minimum requirements each year according to the Memorandum of Understanding between AIHA and Local Sections.**

	Annual Local Section Tasks	Completed / Comments
<b>Administrative Requirements/Expectations</b>	Ensure that bylaws are consistent with the AIHA model local section bylaws	
	Annually submit a list of current officers (including contact information) to national AIHA after an election or in the event of an officer change	
	Ensure that local section officers (President, President-Elect, Secretary, and Treasurer) are current AIHA national members in good standing	
	Annually submit a contact list of local section members (names and email addresses) to AIHA by June 30, and upon request, to be used to promote AIHA programs, products and services	
	Submit completed AIHA Group Exemption Form by June 30 of every year to AIHA and submit Form 990 EZ or 990N directly to the IRS.	

**Section 2: Officer Roster**

President: \_\_\_\_\_

President-Elect: \_\_\_\_\_

Past President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Director(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outreach Coordinator: \_\_\_\_\_

**Section 3: Please provide your local section's plan for this upcoming operating year.**

Number of planned technical meetings for the year: \_\_\_\_\_

Number of planned continuing education courses for the year: \_\_\_\_\_

Please list your proposed courses:

Number of Committees: \_\_\_\_\_

Please list your local section committees:





**Activities/ projects the local section plans on conducting:**

- |  |   |
|--|---|
| <input type="checkbox"/> Career Fairs                                | <input type="checkbox"/> Communicate w/ Local Legislator        |
| <input type="checkbox"/> Community Outreach                          | <input type="checkbox"/> Host a Student Night                   |
| <input type="checkbox"/> Job Board                                   | <input type="checkbox"/> Joint Meeting w/ an Allied Association |
| <input type="checkbox"/> Joint Meeting w/ another AIHA Local Section | <input type="checkbox"/> Newsletter                             |
| <input type="checkbox"/> Science Fair                                | <input type="checkbox"/> Scholarship                            |
| <input type="checkbox"/> Social Event                                | <input type="checkbox"/> Sponsor a Student Local Section        |
| <input type="checkbox"/> Tech Tours                                  | <input type="checkbox"/> Vendor Night                           |
| <input type="checkbox"/> Other:                                      |   |

Please describe any other activities you plan on having:

**Section 4:** Please identify at least one annual goal your local section would like to achieve for the upcoming year. Examples may include, but are not limited to: increase paid membership by a certain %, increase attendance to a sponsored local section event by a certain %, help set-up a student local section at a nearby university, or to schedule a student night.

**Section 5:** Are there any activities your local section is working on that you would like to highlight or share with other local sections?

Please submit this form back to [tla@aiha.org](mailto:tla@aiha.org).