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## Local Section Committees

The formation of local section committees is an excellent mechanism for developing maximum member participation. The types of committees will vary according to section size, geographical extent, and the variety of specialization within the local section membership. The following committees are recommended.

### Executive Committee

Under the leadership of the president, the local section Executive Committee is responsible for the successful operation of the section. Members of this committee are the local section president, president-elect, treasurer, secretary, and immediate past president. Responsibilities for the Executive Committee include

- Review and approve the committee's program plans for the year.
- Allow the nominating committee to meet and initiate its work for the following year.
- Submit a semi-annual treasurer's report and audit.
- Receive election results and advise membership. Begin orientation of new officers. As early as possible, advise the AIHA staff of the local section's slate of officers.
- Prepare annual financial report and budget; and audit financial reports.
- New officers should establish goals and objectives for the new administrative year, select and appoint standing and special committee chairs and vice chairs, and hold meetings with old and new officers and committee chairs to exchange files and ideas.
- President or president-elect should participate in the national Leadership Workshop and attend the Local Section Council Business Meeting at AIHce.
- Submit local section information required for Annual Group Exemption Report Form.

### Committee on Committees

This committee's primary purpose is to safeguard the section against over-representation by special interests or particular disciplines within the industrial hygiene profession. If a potential conflict is identified by the Committee on

Committees, they should identify the potential committee personnel and notify the Executive Committee.

### **Continuing Education Committee**

The goal of this committee is to encourage members to stay current in the field and inform them of the opportunities to do so. It is recommended that the continuing education needs of section members' should be identified (perhaps by survey). Once identified, the committee should organize and support any activities that can help fulfill their members' needs.

### **Finance Committee**

This committee audits the section's semiannual report (7<sup>th</sup> month of the section's administrative year), prepares a budget (12<sup>th</sup> administrative month), audits the treasurer's annual report (12<sup>th</sup> month), and annually files the local section exemption form (by June) to national. The section fiscal year runs concurrently with its administrative year.

### **Program Committee**

This committee assists in the planning and implementation of long- and short- term programs. Duties frequently include inviting speakers to participate in section programs, renting meeting room facilities, ordering food service and audiovisual equipment, and writing meeting notices for publicity purposes.

### **Membership Committee**

This committee develops programs to recruit new members and retain current members. This may include establishing contacts in industry or educational institutions; encouraging the transfer of associate members to member grade; and following-up leads and prospects suggested by members.

### **Communication/Public Relations Committee**

This committee encourages public recognition for the activities and achievements of the local section by supplying information to newspapers, radios, television stations, professional journals, and trade magazines.

