

---



## AIHA Local Section Officers Roles & Responsibilities

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 or send a proxy to 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 as well as the Local Section Regional Representative, Local Sections Council Chair/Vice Chair, and AIHA staff.

The president should ensure that the local section's bylaws are consistent with the AIHA model local section bylaws, are approved by the AIHA Board of Directors, and are followed for all local section activities. The president should also ensure that local section officers (President, President-Elect, immediate Past President, Secretary, and Treasurer) are current members in good standing of AIHA.

The president should also ensure that AIHA staff receives the following information in accordance with the signed Local Section Memorandum of Understanding:

- A copy of the local section's annual plan which is to include a summary of proposed activities as well as other goals the section hopes to work on

during the year;

- Any bylaws updates requested by the local section;
- A current list of officers (including contact information) annually and in the event of change;
- A contact list of local section members to AIHA annually by June 30, and upon request, to be used to promote AIHA programs, products and services; and
- A completed AIHA Group Exemption Form by June 30 of every year. The President is also to ensure that a Form 990 EZ or 990N is submitted directly to the IRS (this only applies to local sections within the USA).

### *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 may chair the Program Committee and is a non-voting member of the Local Sections Council. The president-elect (or other office as a proxy) should also attend the annual Leadership Workshop hosted by AIHA.

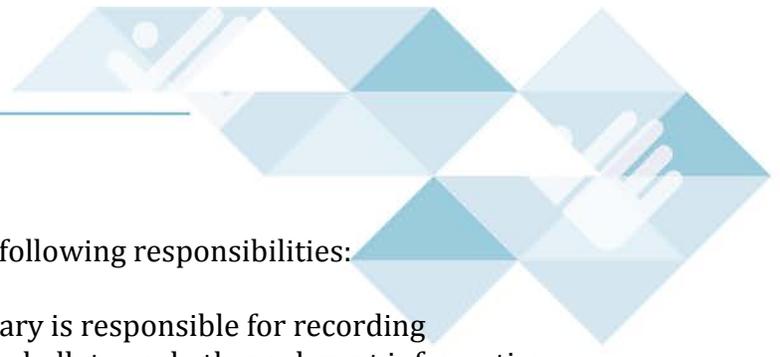
### *Treasurer*

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, in conjunction with the Local Section President, ensure that the local section's exemption form is filed with national AIHA by June and the Form 990 EZ or Form 990 N is filed directly with the IRS (for local sections within the USA). 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). A two- or three-year term for treasurer is recommended to maintain continuity in the office.

### *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 or designee 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). The secretary or president must send any officer changes to AIHA staff.
3. Maintain the section mail and/or email list and coordinate the section’s correspondences.
4. Hand over bylaws and files to the incoming secretary and send bylaw changes to national AIHA for Board approval (see Bylaw Revisions).

### *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:

- Director
- Membership Director
- Meetings and Education Director
- Communications/PR Director
- Community Affairs Director
- Government Relations Director
- Outreach Coordinator