Host Local Section Events

It is ideal for each local section to host at least 2 events per year to keep all of its members involved and updated on current events and information regarding the local section and national AIHA. The AIHA website has a Calendar of Events that are happening throughout the year, which can be linked to your local section website to keep members informed. If you would like to add your event to the AIHA Calendar, please email tla@aiha.org.

**Step 1:** Create the events that your local section wants to have

- Happy hour event
- Virtual meetings through Zoom or Microsoft Teams during COVID-19
- Technical meeting/training
- Regional conference
- LS annual meeting
  - Talk about goals for the year
  - How the goals will be accomplished
  - Congratulate and acknowledge members on their work
  - Have professional development webinars
- Student meeting
  - Allow students to network with EHS and OHS professionals
  - Inform young professionals on opportunities available to them
  - Promote the mentorship program
  - Professional development opportunities
    - Resume builders
    - Offer job shadowing
    - Internship opportunities
    - Volunteer opportunities

**What to Consider:** Host Your Meeting at Different Venues

- Meetings with a cash bar
- Joint meetings with other LS chapters
- Dinner Meetings at a dining hall or restaurant
- Meeting at a gold course or country club

**What to Consider:** Get Sponsors for your Local Section Meetings

- Members of your local section are a great resource for obtaining sponsors.
  - Members work at different companies that would be willing to sponsor at meetings
- If members do not already have connections to sponsors:
  - Reach out to companies and invite them to meetings: a great way for the company to advertise their products and services. Win, win!
**Step 2: Create a Local Section Event Calendar**
- Post the calendar on your local section website
- Send emails to members about upcoming events

**Step 3: Record events and presentations and post them to your LS website**
- Record the events and post them for members to see and learn from
- Post a review of the meeting
  - What was the meeting about?
  - Who were the speakers?
  - What presentations were given during the meeting?
  - Was the meeting successful?
  - Were there improvements that can be made
    - List these improvements to inform people and prevent them from happening again in your LS or other LS meetings.