

Arizona AIHA Local Section – Officer Positions

President

- Preside at all meetings of the local section membership and of the executive committee.
- Serve as chairman of the executive committee.
- Perform other duties as may be directed by the executive committee.
- Appoint a program committee, nominating committee, and such other committees as the executive committee may deem necessary for the orderly function of the local section.
- Appoint members of the committees.
- Shall be an ex-officio member of all committees.
- Authorize all disbursements of funds.
- Shall promptly report the results of the election to the executive director of AIHA.
- Review the circumstances and determine appropriate actions for officers who do not attend at least 75% of the monthly officers' meetings.
- Generate and manage local section newsletter or as delegated.

President – Elect

- Shall perform any duties delegated by the executive committee or assigned by the president.
- Serve as program committee chair and appoint other members as needed.
- Responsible for annual student scholarship committee.

President – Past

- Shall perform any duties delegated by the executive committee or assigned by the president.
- Responsible for chairing the nominating committee.
- Appoint members as needed for the nominating committee at least 30 days prior to the annual meeting of the local section.

Treasurer/Treasure – Elect

- Receive, disburse and be custodian of all funds.
- Prepare a preliminary annual financial report and submit the accounts of the local section for audit at the last meeting of the executive committee prior to the annual local section meeting.
- Present a final annual financial report to the executive committee at the annual local section meeting.
- Transmit all funds and property to successor.
- Performs duties delegated by the president.

Secretary/Secretary – Elect

- Give notice of all meetings of local section and executive committee.
- Maintain accurate list of members and their membership status.
- Maintain and be custodian of the records of business transactions that may come before such meetings (i.e., meeting minutes).
- Performs duties delegated by the president.
- Point of contact with AIHA National to maintain the local section website.

1st Year Director/2nd Year Director

- Generate and manage local section newsletter as appointed by President
- Performs duties delegated by the executive committee
- Performs duties delegated by the president
- 2nd Year Director Leads the Outreach Committee with support from the 1st Year Director