

# Arizona AIHA Local Section – Officer Positions

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## 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.
- Serve as representative of the local section on the Local Sections Council of AIHA.
- 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.

## President – Elect

- Shall perform any duties delegated by the executive committee or assigned by the president.
- Serve as program committee chair and appoint not less than three members.
- Serve as representative of the local section on the Local Sections Council of AIHA.
- 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 two members 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.

## **1<sup>st</sup> Year Director/2<sup>nd</sup> Year Director**

- Point of contact with AIHA National to maintain the local section website.
  - Generate and manage local section newsletter
  - Performs duties delegated by the executive committee
  - Performs duties delegated by the president
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