

## **Florida Local Section of AIHA Summary of Officer and Director Duties**

### **Board of Directors**

The Board is composed of the officers and directors, who must be voting members of the local section. No person shall serve as officer or director in more than one local section at the same time. An officer or director need not reside or work in the geographic boundaries of the local section.

*Executive Committee/Officers* – Only full, associate, or affiliate members of AIHA National may be elected as officers.

- President – 1-year term
- President-Elect – 1 year term
- Immediate Past President – 1-year term
- Secretary – 2-year term
- Treasurer – 2-year term

*Directors* – Directors need not be members of AIHA National. The term of office is 3 years.

- Director of Professional Relations (Conference Committee)
- Director of Professional Development
- Director of Communications

### **Duties of Board Members**

*President* – The President provides the overall direction for the local section which must be consistent with AIHA National’s mission and strategic planning, as well as the bylaws. The President is a voting member of the Local Sections Council and should attend the Local Sections Council Business Meeting at the annual AIHce. The President shall preside at all meetings of the local section membership, the Executive Committee, and Board of Directors, and shall perform such other duties as may be directed by the Executive Committee. The President shall appoint members and chairs of the committees. All committee appointments shall be for a one-year term. The President shall be an ex-officio member of all committees.

*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 is a non-voting member of the Local Sections Council. The President-Elect should attend the Leadership Workshop offered by AIHA National. The President-Elect automatically shall succeed the President in office upon the completion of the President's term of office. The President-Elect shall be the chairman of the Membership Committee and shall promote matters of membership. The President-Elect shall perform any other duties delegated by the Executive Committee or assigned by the President.

**Secretary** – The Secretary shall give notice of all meetings of the local section, the Executive Committee, and Board of Directors, and maintain all meeting minutes for the local section, the Executive Committee, and Board of Directors. The Secretary shall maintain a list of all tangible and intangible personal properties that belong to the local section and the names of the custodians of such properties. The Secretary will coordinate with the Treasurer in communicating with the membership and in helping to maintain orderly membership records. The Secretary and Treasurer will work with the AIHA National contact for local sections to update records of members that pay local section dues through AIHA National. The Secretary shall report to AIHA National on local section matters when requested.

**Treasurer** – The Treasurer shall perform the duties of the local section treasurer and maintain section finance and reports as specified by AIHA National, the IRS, and the local section bylaws. The Treasurer shall receive, disburse, and be custodian of all funds of the local section. All disbursements shall be made upon authorization of the President. The Treasurer shall maintain an accurate list of the members and their membership status both paid and unpaid, keep a record of all financial transactions, and be the custodian of the financial records of the local section. The Treasurer and Secretary will work with the AIHA National contact for local sections to update records of members that pay local section dues through AIHA National. The Treasurer shall prepare a preliminary annual financial report as of December 31 of the previous year and submit the accounts of the local section for audit at the last meeting of the Executive Committee prior to the annual (spring) meeting of the local section. The Treasurer shall present a final annual financial report at the annual meeting. The Treasurer shall also present a mid-year financial report as of June 30 at the fall meeting of the local section.

**Immediate Past President** – The Immediate Past President shall be chairman of the Nominating Committee and provide recommendations for officer and director candidates, unless he or she is a candidate for an officer or director position in the upcoming election. The Immediate Past President shall provide recommendations for speakers for the educational sessions (excluding PDCs) at local section conferences. Currently these sessions take place on the second day of the 2-day conferences in the spring and the fall. The Immediate Past President shall perform any other duties directed by the Executive Committee or assigned by the President.

**Director of Professional Relations (Conference Committee)** – The Director of Professional Relations shall be responsible for setting up/coordinating vendors for the local section conferences. Currently the local section holds two 2-day conferences per year. The Director of Professional Relations shall perform other duties delegated by the Executive Committee or assigned by the President.

**Director of Communications** – The Director of Communications shall be responsible for the local section newsletter, web site, and other communications to the membership and submission of local section information to the AIHA journal, *The Synergist*, and other publications.

**Director of Professional Development** – The Director of Professional Development shall coordinate PDCs and professional certification activities. Currently the local section holds two half-day PDCs at each of the spring and fall conferences.