

WISCONSIN SECTION - AIHA

Job Description – Directors

Revised: June 2014

GENERAL

The three Directors participate in all Executive Committee and Section activities and assist with the administration of Section business.

DUTIES AND ACTIVITIES

- Participate on the Executive Committee.
- Represent the Section at the Wisconsin Safety Council.
- Administer the scholarship program.
- Help new members integrate into the Section.

PROCEDURES

1. **Executive Committee:** The Directors assist as needed at Executive Committee meetings. The Committee meets before each scheduled Section program and in June for the annual planning meeting. Additional summer planning meetings may be scheduled.

The Executive Committee meetings are used to establish the direction of the Section for the program year, develop and track goals, define and organize the annual professional development conference, and administer Section business.

2. **Wisconsin Safety Council:** The third-year Director represents the Section at WSC meetings. The Director promotes the interests of the Section and strives to gain acceptance of presentations on industrial hygiene topics by Section members at the annual WSC Safety Congress. The second-year Director participates with the third-year Director to gain experience in anticipation of becoming the primary Section representative during the next year.
3. **Scholarships:** The three Directors administer the Section's scholarship program in accordance with the guidelines shown in the bylaws.
4. **New Members:** The first year Director is responsible for encouraging new members to participate in Section activities, helping them to get to know the other members and making them feel welcome. This can be done via e-mail communications, phone contacts or in person at Section programs.