

WISCONSIN SECTION - AIHA

Job Description – President

Revised: June 2014

GENERAL

The President leads the Section and, ultimately, is responsible for the Section's success. He/she guides the Section's professional development activities, manages the administrative aspects of the Section, serves as a liaison with the national office, and chairs various committees.

DUTIES AND ACTIVITIES

- Chair the Executive Committee; set meeting agendas; preside at meetings.
- Monitor activities of other officers to ensure obligations are being met.
- Organize and preside at local section programs.
- Appoint members to committees.
- Serve as ex-officio member of all committees.
- Serve as Section representative on the Local Sections Council.
- Attend the Local Sections Council annual meeting at the AIHCE.
- Coordinate public statements on Section policy matters.
- Authorize disbursement of funds by the Treasurer.
- Prepare and submit the annual Local Sections Activity Plan to the national office.
- Prepare and submit the annual Group Exemption Report to the national office.

PROCEDURES

1. **Executive Committee:** The President leads the Executive Committee and is responsible for ensuring that the other committee members are carrying out their duties effectively. This can be done best by maintaining frequent contact with the other members and tracking issues methodically.

The Committee meets before each scheduled Section program, and in June for the annual planning meeting. Additional summer planning meetings are recommended to spread the workload out and keep the committee members in touch up to the beginning of the normal program year (autumn).

The President should prepare an agenda and distribute it to the Executive Committee members prior to each meeting. Lack of an agenda typically results in an ineffective meeting and poor tracking of issues. The following may be sources of agenda items:

- Upcoming events mandated in the bylaws
- Mailings from the national office and elsewhere
- Contacts from persons or companies regarding employment
- Unfinished business from the minutes of previous meetings
- The annual list of Section goals

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. **Local Section Programs:** The President works in conjunction with and coordinates the efforts of the other board members to organize each program. Though not necessarily the one who carries out each item, he/she ensures that a speaker is engaged, a meeting venue is reserved, a meal is planned, a notice for the program is prepared and issued, a speaker honorarium is purchased, and travel directions are provided to the speaker. The President should greet the speaker upon arrival and attend to that person's needs during the program.

The President presides over the program, ensuring that events proceed smoothly and on time. Typically the events consist of registration, social gathering, dinner, Section business, speaker presentation, closing. The President usually will introduce the speaker and conduct the Section business.

3. **Other Committees:** The President appoints Section members to committees as needed. Usually this is done with the person's advance knowledge and consent. The President also serves as an ex-officio member of all committees.
4. **Local Sections Council:** The President is automatically a representative for the Wisconsin Section on the Local Sections Council of AIHA. As such, he/she will receive periodic newsletters and other mail from AIHA regarding the local sections and related business. The President is expected to attend the annual Local Sections Council business meeting, which is held each year at the AIHCE. The time demand from this is minimal.
5. **Public Statements:** Only the President is authorized to make public statements on behalf of the Wisconsin Section. Statements may be made only after they have been approved by a majority of the members in good standing via a written poll and have been endorsed by the Executive Committee. Public statements may not use any form of the name AIHA without prior consent from the AIHA Board of Directors.

6. **Disbursing Funds:** The Treasurer is responsible for disbursing funds. However, this should be done only with the President's knowledge and agreement.
7. **Administrative Reports:** The President must ensure that the annual "Local Sections Activity Plan Form" and the "Local Section Information Required for Annual Group Exemption Report Form" are prepared and submitted to the national office each year. Usually this is done at the annual Executive Committee planning meeting in summer.