

## **NJAIHA Officer Position Descriptions (September 2024)**

### **President - Serves for One Year**

- Chairs Executive Committee meetings, and provides President's report.
- Appoints members of NJAIHA Committees.
- Serves as host for monthly membership meetings and assists President-Elect in obtaining presenters.
- Serves as a liaison to and participates in NEIHce Conference Planning Committee activities as needed.
- Appoints liaison to the New Jersey State Industrial Safety Committee and New Jersey Clean Air Council.
- Coordinates annual Executive Committee planning meeting.
- Prepares and presents the annual report to the membership at the June meeting.

### **President-Elect - Serves for One Year**

- Attends Executive Committee meetings, and provides President-Elect's report. Chairs Executive Committee meetings in the President's absence.
- Coordinates monthly meetings of NJAIHA, including obtaining presenters, reserving meeting location, obtaining presenter and raffle gifts, and preparing the Agenda and Certificate of Attendance.
- Attends the annual AIHA Local Sections Leadership Workshop.
- Becomes President if the President's office becomes vacant.

### **Past-President - Serves for One Year**

- Attends Executive Committee meetings, and provides Past President's report. Chairs Executive Committee meetings in both the President and President-Elect's absence.
- Solicits candidates for open Executive Committee positions in preparation for the annual election ballot.
- Coordinates annual Professional Development Courses preceding the NEIH Conference, including obtaining presenters, developing Agenda and Certificate of Attendance.
- Coordinates outgoing officer awards at the June meeting.

### **Treasurer - Serves for Three Years**

- Attends Executive Committee meetings, and provides Treasurer's report.
- Coordinates reception of people into dinner meetings, and collect money from attendees who haven't pre-paid.
- Prepares and maintains financial records for NJAIHA. Prepares and presents the annual financial report to the membership at the June meeting.
- Receives funds and pays bills.
- Serves as liaison with the accountant.
- Files NJAIHA tax exemption form with National AIHA by June 30 and files necessary financial paperwork with National AIHA.
- Files 990N or 990EZ with IRS annually, depending on annual revenue. Due by November 1 annually.
- Files State of New Jersey Department of the Treasury Annual Report Certificate.
- Manages status of Fraud Insurance policy and assures renewal as required by company.
- File necessary forms with the Bank to assure approved check signer's signatures and related records are on file.
- Manages Bank Debit Card and approves all purchases made via the Debit Card.

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### **Secretary - Serves for Two Years**

- Attends Executive Committee meetings, and provides Secretary's report.
- Prepares and maintains minutes for the Executive Committee meetings.
- Prepares and maintains NJAIHA Operations Manual and document templates.
- Coordinates annual ballot with National and tracks return ballots.
- Coordinates proposed changes to the NJAIHA Bylaws, including the approval process with National AIHA.

### **Director of Publications - Serves for Three Years**

- Attends Executive Committee meetings, and provides Publications report.
- Coordinates publication of periodic newsletter and other publication materials.
- Coordinates social media announcements of any marketing / section announcements.
- Assures timely issuance of newsletter.

### **Director of Membership - Serves for Three Years**

- Attends Executive Committee meetings, and provides Membership report.
- Receives and distributes new member applications for EC review and generates acceptance letters.
- Coordinates NJAIHA Section scholarships program, including presenting the awardees at the June meeting.
- Coordinates conducting of membership drives for NJAIHA Section and contacting potential members.

### **Director of Administration - Serves for Three Years**

- Attends Executive Committee meetings, and provides Administration report.
- Tracks legislative updates in New Jersey regarding Industrial Hygiene or related fields.
- Serves as liaison to the National AIHA governmental affairs issues and activities.
- Serves as liaison to the lobbyist when NJAIHA is using a lobbyist.

### **Non-Elected (no specific term - not a voting member of the Executive Committee):**

#### **Historian**

- Attends Executive Committee meetings, and provides Historian's report.
- Serves as photographer for NJAIHA events, or coordinates activities of designee serving in that function.
- Coordinates solicitation, collection and storage of documents, equipment, photographs, and other and possessions of the NJAIHA Section judged worthy of saving by Executive Committee.
- Oversees archiving/documentation of items placed into storage.
- Coordinates removal and subsequent return of items from storage when needed for special events.
- Holds the corporate seal for the NJAIHA Section, along with Section incorporation papers.

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### **Executive Secretary**

- Attends Executive Committee meetings, and provides Executive Secretary's report.
- Maintains NJAIHA membership roster and provides NJAIHA membership roster to National AIHA as required.
- Serves as contact person for confirming attendance at meetings and other events.
- Sends dues notices.
- Sends (via mail and email) invitations to past Presidents' meeting.
- Mails thank you letters and gratuity checks to IH review course instructors.
- Manages NJAIHA PayPal account and provides reports to Treasurer.
- Monitors NJAIHA email for member questions or requests.

### **Summer Course Coordinator:**

- Attends Executive Committee meetings, and provides Summer Course report.
- Coordinates Summer IH Review Course.
- Attends and facilitates Summer IH Review sessions.
- Advertises summer course with assistance from Executive Committee.
- Prepares thank you letters for instructors.

### **Outreach Coordinator:**

- Attends Executive Committee meetings, and provides Outreach report.
- Coordinates with local schools, colleges, IH employers, and youth associations to facilitate exchange of IH related material and presentations.
- Tracks outreach efforts and helps prepare members to appear / speak at these events.

### **Webmaster:**

- Attends Executive Committee meetings, and provides Webmaster's report.
- Performs regular maintenance on the website, including domain registration and software updates.
- Performs regular updates to the website including upcoming meetings, training, and events, newsletters, and job postings.
- Updates bulk-email program with the current membership list.
- Sends bulk-emails upon request by the Board for the Board's use in distributing information.
- Manages online registration platforms used for NJAIHA events.
- Assigns and manages e-mail accounts used by executive committee members.
- Assigns and manages user accounts that allow access to secured pages of the website and cloud-shared folders.
- Provides access to summer course students of course materials and summer recordings.