

## **PRESIDENT Roles and Responsibilities**

### **1.0 OFFICE AND TERM**

- 1.1 A natural progression from President-Elect to the presidency position occurs after one year of service as the President-Elect.
- 1.2 The President serves a one-year term.
- 1.3 This is a voting position of the Alberta Local Section Executive.
- 1.4 Designate at meetings or events: President-Elect or Past President.

### **2.0 SCOPE**

- 2.1 Lead, guide and communicate with section members and represent the section to other professional bodies, interested groups and individuals.
- 2.2 Call meetings and preside over the executive committee and Annual general section meeting(s) (AGM).
- 2.3 Coordinate the assignment of responsibilities within the executive committee and general membership.
- 2.4 Liaise with the AIHA National and the AIHA Local Sections Council.
- 2.5 Maintain the local section bylaws.
- 2.6 Perform other duties as required.

### **3.0 RESPONSIBILITIES**

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

#### **3.1 Lead, guide and represent the Alberta Section**

- 3.1.1 Represents the Section by serving as a spokesperson and contact in dealings with other local sections, the Local Sections Council, the National Administration, the AIHA Board Coordinator, other professional organizations, government, industry, etc.
- 3.1.2 Should be knowledgeable of the association's activities, programs and stay abreast of current developments in the industrial hygiene field.

## Section 2 – President

- 3.1.3 Communicates with local section members through general meetings, newsletters, website releases and other effective mediums.
- 3.1.4 Communicates with fellow officers, and committee members by memos, emails, meetings, and telephone on a regular basis.
- 3.1.5 According to the bylaws, the Executive Committee of the Alberta Section must give prior approval to any statement the President makes that is meant to represent the opinions of the Section.
- 3.1.6 Forwards a copy of all pertinent correspondence to the Secretary for filing.
- 3.1.7 Communicates with AIHA headquarters staff and the AIHA Board of Directors through an assigned “Board Coordinator”. The President should forward items the Section wishes to have discussed at National Board meetings to the Board Coordinator. This should be done one month prior to the Board meeting.
- 3.1.8 Ensures the Section membership directory, notification of officer changes, and bylaw revisions are forwarded to AIHA headquarters.

3.1.8.1 These activities are completed by other members of the executive as per the calendar of events. However, the president will ensure it occurs.

### **3.2 Call meetings and preside over Executive Committee and General Section meetings**

- 3.2.1 Tentative dates for executive committee meetings should be established at the annual crossover meeting held after the Spring AGM. The President develops an agenda based on unfinished business and other items that come to his/her attention in the interim. The proposed agenda should be forwarded to each executive committee member approximately 2 weeks prior to the meeting to allow for review and revisions.
- 3.2.2 Decisions at executive or general section meetings are usually based on consensus except with contentious issues where a majority (based on a quorum established by the bylaws) will prevail.
- 3.2.3 The format for the annual general meeting is established by the executive committee who advises the President what duties she/he must perform. The President develops the business meeting agenda for final approval at the executive meeting, prior to the general meeting.
- 3.2.4 The President may call executive committee, general or extraordinary meetings provided proper notice in accordance with bylaws is given.

### **3.3 Assign responsibilities**

- 3.3.1 In consultation with the Executive Committee, the President facilitates

the assignment of chairmanships for any standing committees, creates ad hoc committees and assigns standing committees liaison for Directors. The President also names a nominating committee, if an inadequate number of nominations for office are submitted by the membership at large.

- 3.3.2 Determine which members of the executive have signing authority for expenditures on behalf of the local section (typically the president, president-elect, treasurer and the secretary). Document after Spring AGM annually, the send copies to Treasurer and Secretary.

**3.4 Serves as a member of the Local Sections Council**

- 3.4.1 On behalf of the Alberta Section and its members, the President receives and transmits information to the Local Sections Council. The President disseminates information of importance to the Alberta Section executive committee and members. The President also submits opinions of the Section and the executive committee to the Council.

The President is a voting member of the Local Sections council; therefore, if possible, the President should attend the annual Local Section Council business meeting at the American Industrial Hygiene Conference. If the President can't attend she/he should appoint an alternate. Highlights of this meeting should be shared with the Alberta Section members via newsletter, website releases and the first Section meeting following the national meeting.

**4.0 COMPENSATION**

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.
- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.