

President Elect

(Three year term – Serves for one year then becomes President)

Duties:

1. Arranges all regular monthly meetings of NJAIHA.
2. Chairs the Program Committee and is a nonvoting member of the LSC
3. Performs tasks requested by President.
4. When the President is absent, runs meetings.
5. Serves as liaison with the Executive Secretary.
6. Becomes President if the President's office becomes vacant.
7. Expected to attend 75% (3/4) or more of the Executive Committee meetings during his/her one-year.
8. Attends or designee attends the annual AIHA Local Sections Leadership Workshop.

Secretary

(2 year term)

Duties:

1. Prepares and maintains minutes for the Executive Committee meeting.
2. Oversees Historian.
3. Performs tasks requested by President.
4. Expected to attend 75% (3/4) or more of the Executive Committee meetings during his/her two-year term.

Director of Administration

(3 year term)

Duties

1. Chairs Legislative Affairs Committee.
2. Liaison to National for Legislative Affairs.
3. Serves as liaison to the lobbyist when NJAIHA is using a lobbyist.
4. Serves as liaison to the Audit Committee.
5. Performs tasks requested by President.
6. Prepares reports for each Executive Committee Meeting and/or publishes report in newsletter.
7. Expected to attend 67% (2/3) or more of the Executive Committee meetings during his/her three-year term.