

Local Sections Advisory Group Charter

Mission

The American Industrial Hygiene Association (AIHA) Local Sections Advisory Group (LSAG) purpose is to promote the continued growth, well-being, and operating efficiencies of AIHA Local Sections (LS) and AIHA Student Local Sections (SLS). The LSAG serves as a liaison between AIHA National, the AIHA Board of Directors (BoD) and our local section network, thereby serving as a conduit to strengthen the partnership as all three represent the same brand.

Goals

1. Identify, evaluate, and distribute relevant information for use by LS and SLS from AIHA National and other pertinent sources.
2. Expand and communicate programs of mutual interest to the LS and the SLS.
3. Identify and present LS and SLS interests to AIHA National.
4. Increase respective memberships in LS, SLS, and AIHA National.

Strategic Objectives

1. Maintain a high level of awareness and involvement in advocacy issues that affect the practice of industrial hygiene/occupational health. Promote the formation of state government relations organizations, and share pertinent information with LS and SLS.
2. Facilitate collective action in developing positions on proposals which may originate from either LS, SLS, and/or AIHA National.
3. Provide a forum for public relations and other training for LS and SLS officers.
4. In conjunction with AIHA National, help develop and lead community outreach programs for use by LS and SLS to advance awareness of the profession in their respective regions.
5. Promote the formation and maintenance of SLS in conjunction with the Student Local Section Council (SLSC). Work through university faculty advisors to encourage membership in SLS as well as AIHA National.

6. Help LS and SLS officers continually improve operations. Develop best practice guidelines on operating procedures and performance standards. Establish metrics to determine the effectiveness of LS and SLS.
7. Implement an exchange of effective practices in member recruitment and retention, as well as meeting development and speaker selection across LS and SLS.
8. Provide collective responses to AIHA BoD on requests on specific issues.
9. Hold an LSAG Business Meeting at AIHce each year.

Structure

The LSAG shall consist of four members—two LS representatives and two SLSC representatives. It is imperative that all members of the LSAG feel empowered with their own voice and perspective to be shared; particularly the students as this is a committee of equals. All LSAG members must be AIHA national members or AIHA student national members in good standing. LSAG is dynamic in serving the needs of the LS and AIHA National and for that purpose it should be able to adjust for any demands of being effective in its role. If it is deemed that more members are needed on the LSAG then the existing LSAG members can vote to expand the membership.

Terms and Tenure

The LS representatives will serve a two-year term, with the terms being staggered to assure that one is elected each year. The LS representatives will serve as the Chair and Vice Chair. Terms will run from AIHce to AIHce each year.

The Vice Chair is elected by votes from the LS presidents prior to/at the LSAG Business Meeting via electronic or paper ballot. The Vice Chair advances to Chair after election of the Vice Chair's successor.

The SLSC representatives will serve a one-year term from AIHce to AIHce. Student representatives may change from year-to-year based on the discretion of the SLSC (i.e., SLSC Chair and Vice Chair or SLSC Chair and past Chair). Student Local Section Presidents will each get a vote to decide the representatives.

Roles & Responsibilities

- LSAG members will work in conjunction with the AIHA Board Liaison¹.
- LSAG members are invited to attend AIHA Board meetings that are open to the membership. No travel reimbursement or registration fees will be covered when the AIHA Board meets in conjunction with other AIHA related events.
- When there is a strategic agenda item focused specifically on Local Sections and the interaction of Local Sections with AIHA National, the Chair is invited to participate at the annual AIHA Board Strategic Meeting for this topic. AIHA shall reimburse the Chair for reasonable costs associated with attending the meeting in alignment with the AIHA Volunteer Travel Guidelines. If the Chair cannot attend, the Vice Chair may attend in his/her place.
- When there is a strategic agenda item focused specifically on Student Local Sections, a student member of the LSAG is invited to participate. AIHA shall reimburse the student representative for reasonable costs associated with attending the meeting in alignment with the AIHA Volunteer Travel Guidelines.
- The Chair presides over the annual business meeting of the LSAG and LS officers, as well as all ongoing business of the LSAG. In the absence of the Chair, the Vice Chair assumes the responsibilities.
- The Vice Chair will serve as a technical resource, monitor completion of required actions, and act as parliamentarian/facilitator.
- LSAG members are responsible for developing an annual action plan and designating LS and SLS members to implement.
- Officers may submit an LSAG report to the AIHA Board via the Board Liaison, summarizing the activities of the LSAG. The report must be submitted 30 days prior to a Board meeting.
- LSAG members may initiate a periodic LS and/or SLS survey to gauge needs. The results will be shared with AIHA staff, Board Liaison and the AIHA Board
- All projects requiring expenditure of AIHA funds require approval by the AIHA Board.

- LSAG members are expected to attend AIHA's Leadership Workshop. AIHA will reimburse LSAG members for reasonable costs associated with attending the workshop in alignment with AIHA Volunteer Travel Guidelines.
- The Vice Chair is responsible for preparing and distributing the minutes of all LSAG Meetings.
- The student representatives on the LSAG will actively communicate with the SLSC and its faculty advisors. In addition, an annual report on the activities of the SLSC to AIHA staff and the Board Liaison. The SLSC operates as a subsidiary of the LSAG.

Local Sections Advisory Group Meeting

- At least two months before the annual meeting, the LSAG will develop a report regarding any Local Section issues or resolutions that should be addressed or discussed at the annual meeting and provide to the AIHA Staff Liaison.
- Any LS member or AIHA Board may prepare a proposal for discussion during the LSAG meeting; a qualified member of the LSAG must introduce it. Consideration of the resolution by the LSAG will be decided by a majority vote. Final ratification of a new proposal must be approved by the AIHA Board.
- The Chair will provide the agenda and notification of the time, date, and location of the meeting to the LS officers at least two weeks prior to the meeting.
- Following the annual LSAG meeting, the Vice Chair prepares the minutes for distribution to LS, AIHA Board, and Staff Liaison.
- Immediately following the LSAG meeting, the Chair will notify all LS officers of any issues or topics that require consideration by LS leadership.

Voting

- Each LS President has one vote on all issues brought before the LSAG.

- If a LS President is unable to vote, a proxy form is available to assign voting rights to the LS President-Elect or another assigned LS Officer. The proxy form must be returned to the LSAG Vice Chair prior to the vote.