

II. SECTION OFFICERS AND COMMITTEE MANAGEMENT

A. Officer Position Descriptions and Guidelines

The following lists the usual responsibilities of the officers and Members-at-Large and may be changed to fit the needs of the Section, but should be in agreement with the Section's bylaws.

PRESIDENT/CHAIR

The President is an elected official who is the chief executive officer of the Section. He/she is immediately responsible for the overall welfare of the Section and its various activities. The duties are largely managerial; he/she ascertains that programs, meetings, and other activities are properly planned, and sees to it that the officers and committees carry out their functions. Should be familiar with the Bylaws of the Section and the Bylaws of the Association and conduct office procedures within this framework.

To be eligible for the office of President, an individual must be a Member of the Association. Candidates should be fully cognizant of the President's responsibilities before accepting nomination to the office of President.

RESPONSIBILITIES:

- 1) The business and affairs of the Section between meetings of the Executive Committee and in accordance with its policies.
- 2) Preside at all meetings of the Section and Executive Committee.
- 3) Schedule a minimum of one Executive Committee meeting during the year.
- 4) Authorize mail balloting by the Executive Committee as needed.
- 5) With the approval of the Executive Committee, appoint all committees, designate the chairman of each and fill any vacancies occurring therein in accordance with the provision of the Bylaws. The President shall appoint the following for lengths of terms as designated by the Executive Committee: a Nominating Committee; a Finance Committee; and any other committees established by the Executive Committee.

The President may appoint such other permanent or ad hoc committees or task forces as deemed necessary. Approval of the Executive Committee is required for all appointments.
- 6) Perform such other duties as usually pertain to the office and are assigned by the Bylaws or the Executive Committee.
- 7) While in office, keep and update the Section Operation Guidelines; and when leaving office pass Guidelines on the successor.
- 8) Perform such other duties as are assigned by the Section Bylaws or Executive Committee.
- 9) Select a member of the Section who is an AOAC INTERNATIONAL member that is familiar with its workings to serve as a member of the Association's Committee on Membership and the Association's Committee on Sections.
- 10) Act as point of contact for any groups interested in starting a sub-section of Section.
- 11) Responsible for providing AOAC with required reports and requested information within established deadlines.

PRESIDENT/CHAIR-ELECT

The President/Chair-elect is an elected official whose primary responsibility is to serve as the Program Committee Chair. Should be familiar with the Bylaws of the Section and the Bylaws of the Association. The President/Chair-elect performs the duties of the President/Chair in his/her absence.

To be eligible for the office of President-elect, an individual must be a Member of the Association. Candidates should be fully cognizant of not only the President-elect's but also the President's responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) Serve as primary program planner for the annual and other Section meetings.
- 2) Perform such other duties as delegated by the President.
- 3) Perform the duties of President in the President's absence and in so doing shall have all the powers of, and be subject to all restrictions upon the President.
- 4) Well in advance of any meeting, present arrangements for that meeting for Executive Committee approval.
- 5) Succeed immediately to the office of President in the event of the President's resignation, or death.
- 6) Succeed automatically to the office of the President at the expiration of their terms of office.
- 7) Provide information on all meeting programs to the Secretary and to those responsible for Section publicity.
- 8) If applicable, provide meeting site with a copy of the Certificate of Insurance.
- 9) Perform such other duties as assigned by the Section Bylaws or Executive Committee.
- 10) Assist the Association with programming and organization of Annual Meeting when it is held within the geographical boundaries of the Section.

SECRETARY

The Secretary is an elected officer who is responsible for keeping the records of the Section and is the official liaison between the Section and the AOAC headquarters in all administrative matters. Should be familiar with the Bylaws of the Section and the Bylaws of the Association.

To be eligible for the office of Secretary, an individual must be a Member of the Association. Candidates should be fully cognizant of the Secretary's duties and responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) Keep a record of the proceedings of the Section.
- 2) Record the minutes of the meetings of the Executive Committee and distribute to Executive Committee members and to AOAC Headquarters.
- 3) Maintain a current and accurate membership roster and mailing list of the Section. The Section's mailing list will need to be updated and purged regularly. Before an update and purge, the Secretary should send a copy of the list to each member of the Executive Committee so they can update (add and subtract) information for their areas. Copies of the updated list must be sent to the Association to the attention of the Manager, Sections at AOAC headquarters for headquarters' records and use.
- 4) Prepare ballots for election of officers, members-at-large or for proposed amendment to the Bylaws; mail said ballots only to members of the Section.
- 5) Within 15 days of the election, vote or change, notify the AOAC INTERNATIONAL Manager, Sections of the results of the election of officers and of any questions put before the membership for vote, or of any other changes in the Executive Committee. Also, notify AOAC INTERNATIONAL of the correct address, phone number, and, when possible, fax numbers and e-mail addresses of the Executive Committee.
- 6) Whenever the Section's Bylaws are revised, send a copy of the complete revised bylaws to the Manager, Sections. Proposed changes requiring Board of Directors approval also go to the Manager, Sections who will transmit them to the Board. Note that some bylaws revisions may be made solely by vote of the Section's membership, others--spelled out in Article XII Section IV of the Section Bylaws--require Board of Directors approval, and still others are made by the Board of Directors as blanket changes affecting all Sections' Bylaws.
- 7) Display both Section (if applicable) and Association membership applications and brochures at each Section meeting. The Association tabletop booth may be used if it is available and space allows.
- 8) Serve as official liaison between the Section and the Association.
 - a) Send 3 copies of all mailings to the Manager, Sections at AOAC Headquarters for filing and archiving.
 - b) Within 30 days of annual business meeting, send the following to the Manager, Sections: Executive Committee meeting minutes, list and term of new officers and Members-at-Large; report on meeting to include number of attendees, topics covered, days held, location, etc.
 - c) Notify the AOAC INTERNATIONAL Manager, Sections of meeting dates and locations as soon as information is available so appropriate insurance coverage can be obtained and the Association can assist in promoting the meeting.
 - d) Provide Manager, Sections with current membership roster, meeting attendee list and mailing list.
- 9) Assist the Executive Committee with mailings and related items for meetings.

- 10) Pass proceedings and other Section records on to successor.
- 11) Perform such other duties as assigned by the Section Bylaws or Executive Committee.

TREASURER

The Treasurer serves as an elected official responsible for the operational and administrative control of all funds and material assets of the Section. This individual is required to be familiar with basic accounting and management control standards as well as the Section and Association Bylaws.

To be eligible for the office of Treasurer, an individual must be a Member of the Association. Candidates should be fully cognizant of the Treasurer's duties and responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) The Treasurer shall act as the chief financial officer of the Section and do so in accordance with the AOAC financial guidelines set forth by the Association.
- 2) Obtain and maintain required banking services. Ensure that banking resolutions and signature cards are maintained and updated as required. Provide copies of all banking resolutions to the Association. Implement and maintain adequate internal controls to ensure that proper use and disposition of Section resources.
- 3) Collect all funds due the Section, including member dues, registration fees, etc., and pay all legal obligations of the Section; and maintain adequate and sufficient documentation of these transactions.
- 4) Perform all necessary record-keeping functions pursuant to the above responsibilities, including bank statement reconciliation and financial reporting for the Section.
- 5) Provide the Secretary with dues payment information that officer needs to keep membership rolls up to date.
- 6) Provide to the AOAC INTERNATIONAL Manager, Sections a copy of the Consolidated Sections Annual Financial Report in accordance with the format found in these Guidelines in Appendix C. Financial statements must include copies of the last monthly bank statement corresponding to the end of month annual report. Section is also responsible for sending annual financial report of
- 7) Submit periodic financial reports to the Executive Committee, as the members of that Committee deem necessary for their information.
- 8) Assist Section's Finance Committee as necessary.
- 9) Pass all existing records on to successor at completion of term. Treasurer's records should be maintained for a minimum of ten years.
- 10) Obtain a fidelity bond if required by the Section
- 11) Freely seek competent advice from AOAC INTERNATIONAL concerning duties and procedures.
- 12) Perform such other duties as are assigned by the Section Bylaws or Executive Committee.

MEMBERS-AT-LARGE

A Member-at-Large is an elected official who is responsible for representing the Section members on the Executive Committee of the Section. They should be familiar with the Section's Bylaws and the Association's Bylaws.

Members-at-Large must be members of the Association and should preferably be representative of the area the Section serves. Candidates should be fully aware of the duties of Member-at-Large before accepting nomination for office.

RESPONSIBILITIES:

- 1) The responsibility of a Member-at-Large is to attend all Executive Committee meetings of the Section and to represent the Section Membership by participating in the decision making process of the Executive Committee.
- 2) Members-at-Large should represent the needs of area they serve.
- 3) Members-at-Large perform other duties as assigned by the Section Bylaws or Executive Committee.