

I. INTRODUCTION AND OVERVIEW

The *Section Operations Guidelines* manual is designed to assist Sections of AOAC INTERNATIONAL in planning, organizing and improving their operation. Each Section and is encouraged to add material relevant to its operation.

Good communication among Sections and AOAC Headquarters is vital to the overall effectiveness of the AOAC Sections Program. Section Presidents are the liaison who channel information among their Section constituents and it is important that the Sections maintain effective communication through the President. Template forms for submitting required reports are included under Tab III.

This manual is a guide for Section officers and committee chairs and will be updated and re-issued every year. Each Section will be issued five copies with the intent that the president, president-elect, treasurer and secretary will receive a copy.

Sections are encouraged to copy pages of this manual for distribution as needed. The obsolete manual should be destroyed and the new manuals distributed.

The new Section presidents should conduct a planning meeting early in the year, using this manual as a guide to set goals and objectives. All officers, members-at-large, planning committee members and all other committee chairs should attend the planning meeting.

As an additional option, the *Section Operations Guidelines* is available on-line through the Section Resources section of the AOAC web site, www.aoac.org. For additional information, assistance or suggestions regarding the *Section Operations Guidelines* contact:



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