

ACHA SECTIONS DUTIES OF THE OFFICERS

**SAMPLE ONLY– CAN VARY FROM SECTION TO SECTION
(See your particular Sections’ Articles of Operations for specific duties)**

Duties of the Officers

Section Chairperson

1. Provides leadership to the section in meeting section goals and objectives.
2. Calls and chairs Section Executive Committee meetings periodically.
3. Plans and conducts the Section Business Meeting at the Annual Meeting, in consultation with the Section Executive Committee.
4. Presents progress on section goals and objectives at Annual Section Business Meeting.
5. Makes all section committee appointments and serves as an ex-officio member of all section committees.
6. Appoints section members to conduct special functions for the section.
7. Advises the ACHA President of section members to serve on ACHA standing ad hoc committees.
8. Communicates with the ACHA Board of Directors liaison and the ACHA staff for all matters affecting the section.
9. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
10. Submits budget requests to the ACHA Board of Directors in early fall, and assures appropriate use of any funding.
11. Prepares Mid-Year and Final reports for ACHA Board of Directors.
12. Assures that no officer or committee member incur expenses until approval has been given and funds granted by the ACHA Board of Directors.

Chair-Elect

1. Assists the Section Chairperson as assigned.
2. Assumes the Section Chairperson’s responsibilities in the absence of the Section Chairperson.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII).
4. Assists the Section Chairperson in reviewing section goals and objectives.
5. Assists the Section Chairperson with establishing a budget in the early fall.
6. Reviews ACHA leadership development materials and advises the Section Executive Committee
7. Assists the Association in recruiting and welcoming new members.

Secretary

1. Keeps minutes and official documentation of section business meetings and Section Executive Committee meetings.
2. Maintains a portfolio of all section records and documents including: Official minutes of all section meetings and section Executive Committee meetings, documents submitted for section approval (i.e., proposals, reports), section newsletters, current section membership list.
3. Serves as section newsletter coordinator.
4. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII).
5. Submits portfolio to the incoming Secretary at the end of the term.

Program Planner (Section Annual Meeting Program Planning Committee Representative)

1. Chairs the Section Subcommittee for Professional Development (annual meeting program planning), which coordinates the selection of sessions to be hosted by the section at the Annual Meeting and consists of the Planner-elect and other section members as appointed by the chair.
2. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, Section 2).
3. Maintains a portfolio documenting the annual meeting program planning process, including:
 - a. A detailed checklist and timeline of all necessary duties.
 - b. Minutes from subcommittee meetings.
 - c. Copies of the Annual Meeting Final Program.
 - d. An evaluation report on the Annual Meeting.
4. Submits portfolio documents to the Chair-elect for record keeping, and to the Planner-elect, at the end of the term.

Program Planner-Elect (Section Annual Meeting Program Planning Committee Representative-Elect)

1. Assists the Planner as assigned.
2. Serves as a member of the Section Subcommittee for Professional Development.
3. Assumes the Section Planner responsibilities in their absence.
4. Serves as a member of the poster-review committee under the leadership of the ACHA Program Planning Committee Chair-Elect.