

LIDHA OFFICERS

DUTIES OF THE PRESIDENT

Call regular and special sessions.

Preside at the sessions using parliamentary procedure.

Appoint members to fill unexpired terms, standing and special committees.

Supply ADHA and NYDHA with names and contact information of all duly elected officers.

Oversee all committees; except nominating.

Give a concise statement as to the condition of the association at the close of the term of office during the annual business session.

Retain office until successor is installed.

Compile, with the Corresponding Secretary, an annual report for the annual meeting of NYDHA.

Become a member of the executive board automatically for one year as immediate past president.

Have general supervision over the official publication of LIDHA.

Prepare a report of the activities conducted between executive board meetings.

DUTIES OF THE VP MEMBERSHIP

Assist the president as required.

Receive the LIDHA membership roster from ADHA.

Be chairman of the membership committee to:

- Motivate hygienists in this association
- Obtain lists of recent graduates residing in District 10

Correspond with new and recently graduated hygienists in District 10

Have membership forms for distribution prior to membership and continuing education meetings.

Maintain accurate attendance records of each member at each general session.

Prepare a report of the activities conducted between executive board meetings.

DUTIES OF THE EDITOR

Be the editor of the official publication(s) of LIDHA (i.e. Newsletter, Webpage, Facebook).

Correspond and work with LIDHA's website management.

Prepare a report of the activities conducted between executive board meetings.

DUTIES OF THE RECORDING SECRETARY

Take roll call at the meetings.

Record all minutes at the meetings.

Present the minutes at each session.

Keep all reports on file that pertain to the meeting.

Disburse minutes in a timely fashion, preferably two weeks prior to the next meeting.

Recording Secretary is expected to join other committees within the board and is eligible to 'chair' a committee.

Act as a reporter to LIDHA, meeting all deadlines.

Prepare a report of the activities conducted between executive board meetings.

DUTIES OF THE CORRESPONDING SECRETARY

Carry on all correspondence of LIDHA

Supply NYDHA with names and emails of duly elected delegates and alternate delegates to the Association's annual session.

Carry on other correspondence as directed by the president.

Read and respond to all correspondence and communications relating to the association after appropriate approval of the correspondence.

Prepare a report of the activities conducted between executive board meetings.

DUTIES OF THE TREASURER

Serve as the custodian of all money securities and deeds belonging to or which may be given to LIDHA.

Hold or distribute above at the direction of the executive board.

Receive component dues from NYDHA and or ADHA.

Receive the LIDHA membership roster and POP report from ADHA.

Keep a ledger for all transactions of credits and debits.

Pay all LIDHA bills as directed by the executive board.

Sign all contracts with the President when necessary.

Have the LIDHA books audited.

Prepare a report of the activities conducted between executive board meetings, including itemized financial statement.