Texas Environmental Health Association
Officer Duties and Responsibilities
April 8, 2016

Immediate Past President

- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Provide guidance and mentoring to other officers
- Provide guidance for completion of NEHA awards applications
- Ensure that all committees are functioning and that goals and objectives are maintained
- Chair Nominations Committee, which includes nominations for NEHA awards
- Chair of the Continuation Committee
- Member of the Committee on Site Selection

President

- Preside over all meetings of the TEHA Governing Council and the Annual Educational Conference
- Attend all governing council meetings
- Represent TEHA at the Annual NEHA Conference
- Submit a newsletter for publication in each Beacon
- Be official spokesperson for TEHA
- Provide leadership for TEHA
- Ensure that all committees are functioning and that goals and objectives are maintained
- Member of the Continuation Committee

President-Elect

- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Attend the Annual Educational Conference
- Assumes the duties of the President in the absence of the President
- Represent TEHA at the Annual NEHA Conference
- Chair of the Committee on Professional Education
- Chair of the Committee on IE Scott Award
- Member of the Committee on Site Selection Committee
- Member of the Continuation Committee
- Assist chapters in development of educational programs, as needed
- Promote educational opportunities for new sanitarians
- Work to with student mentoring programs
First Vice-President

- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Attend the Annual Educational Conference
- Chair the AEC Programs Committee which includes planning the AEC, appointing section chairs, arranging for keynote speakers
- Provide AEC program summary by the July Governing Council Meeting
- Work with the Executive Director to plan the awards banquet
- Send thank-you notes to speakers and others who contributed to the program

Second Vice-President

- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Attend the Annual Educational Conference
- Serve as the Chair of the Committee on Membership and Vision

Governing Councilor at Large

- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Attend the Annual Educational Conference
- Serve on committees as appointed

Chapter President

- Preside over local chapter meetings.
- Attend all meetings of the TEHA Governing Council or provide an authorized proxy
- Serve on the Committee on Awards
- Serve on the Committee on IE Scott Award
- Assist the Executive Director in maintaining a current membership list
- Communicate all information from local members to the officers and Governing Council
- Communicate all information from the Governing Council meeting back to the local members
- Encourage members to submit articles for publication in the Beacon
- Prepare a chapter report for presentation at each regular Governing Council meeting including bank account balance and submit report one week prior to Governing Council meeting to Executive Director. Submit a copy for publication in the Beacon (Word Document).