

IACH Executive Job Descriptions

President

- Oversees all aspects of the Association and represents the Association to the media and the public. Submits any paperwork needed to keep the association current. The vice-president reports to the President.

Vice President

- Replaces the president, temporarily when the president is not available.
- Replaces the President when the President's position becomes vacant for any reason until an election is held.
- Oversees the various committees. Each committee head reports to the Vice President. The vice-president is responsible for ensuring that all committees meet their obligations in a timely and efficient manner.

Membership Director

- Is responsible for keeping membership database current, collection of dues, forwarding any pertinent materials to the appropriate committee, communicating with the membership and responding to any concerns relating to membership, attending IACH executive meetings and providing appropriate reports when due.
- Makes up and mails out certificates

Standards Director

- Is responsible for reviewing and processing any applications from potential and existing members applying to the Resident level or higher, reporting results to the membership director.
- Providing a periodic report based on the IACH newsletter due date summarizing the number of applications processed and the results.
- Intermittently reviewing the IACH standards and ethics assessing and determining the appropriate action in which to keep the IACH requirements current and reporting this to the vice president.
- Oversees all disciplinary hearings and complaints from the membership and/or the general public and follows the complaint process as stipulated in the association bylaws.

Newsletter Director

- Responsible for gathering pertinent information, organizing and producing a periodic newsletter for the IACH.
- Setting specific due dates when all pertinent materials including reports from committee heads, must be submitted.
- Ensuring that all reports and other material for the newsletter are submitted in a timely fashion.
- Reports to the Vice-President.

Secretary

- Is responsible for taking minutes at all executive meetings.
- Is responsible for ensuring that all matters relating to the rules, regulations and bylaws of the association are current and followed.

Treasurer

- Is responsible for all financial matters relating to the Association.
- Balancing the IACH account by each newsletter's due date.
- Submitting all current financial information relating to the IACH by each newsletter's due date.
- Responding to all inquiries of a financial nature with the exception of membership dues.

Technical Support

- Is responsible for all matters relating to the proper functioning of the IACH databases.
- Supporting the IACH executive by responding to any questions of a technical nature relating to the IACH databases and web site.

Social Networking Director

- Is responsible for representing the IACH through Facebook, Blogs, Twitter, You Tube etc.

Directors at Large

- Responsible for supporting and assisting the various committee heads where needed under the direction of the Vice president and President.