

ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION

PROCEDURES MANUAL for OFFICERS, BOARD OF DIRECTORS, and COMMITTEE CHAIRS

PRESIDENT

The President is the chief elected officer of IEHA and as such shall provide the leadership of the Association in conjunction with the Board of Directors. The President gives direction to the Association and facilitates its functioning. The President is the official representative of the Association. As such, the President shall do all within his/her power to keep the organization moving in a steady forward direction: encourage and promote membership growth; do everything possible to keep the organization financially solvent.

It shall also be the responsibility of the President to maintain liaison with all allied and interested sister organizations.

The President shall determine that operational bylaws meet current needs. It is the President's responsibility to see that the total membership is kept adequately informed, preferably through the IEHA News. Continuity within the organization should be the President's concern.

Since the President appoints all committee chairs, the President must be familiar with the duties of each appointed person and assume the responsibility of leading and advising these groups to the ultimate completion of their assignment. It is the President's privilege and responsibility to determine that each office of the organization is functioning fully and efficiently.

The President shall:

1. Preside at all meetings of the Association and the Board of Directors; announce times and places of such meetings and prepare a proper agenda. Subject to the approval of the Board of Directors, appoint committee chairs. Committees shall be: Constitution and Bylaws, Finance, Legislative, Membership, Nominating, Program and Education, Professional Development, Publications, Public Relations, Awards, Tellers, technical sections, and any other committees deemed necessary.
2. Submit a roster of all committee appointments to the Secretary and chair of the Publications Committee by the January Board of Directors meeting.
3. Be an ex-officio member of all committees.
4. Prepare an annual budget for the following year with the assistance of the Finance Committee. This is printed by the chair of the Finance Committee and presented at the January Board of Directors meeting.

The approved budget shall be printed in the first issue of the IEHA News following the approval of the budget.

5. Call upon the President-Elect and Chapter Vice-Presidents to assure continuity of operation within the Association.
6. Notify newly elected officers and directors of the Association of the election results within five days of the finish of the ballot count.

PRESIDENT-ELECT

The President-Elect shall prepare to assume leadership of the Association by attending all meetings of the Board of Directors, by learning Association objectives, policies, and procedures and by studying the functions and reports of all committees. The President-Elect shall serve as Chair of the Program and Education Committee (see responsibilities of this committee).

The President-Elect, along with the newly elected officers, directors and appointed committee chairs, shall begin to assume the responsibilities of the office during the transition period from September 15th to the Annual Business Meeting.

The President-Elect shall appoint the committee chairs prior to the Annual Meeting so they may be involved in the transition and be present at the Annual Business Meeting.

CHAPTER VICE-PRESIDENTS

Chapter Vice-Presidents shall be elected from each IEHA Chapter, by vote of that Chapter's members, and shall be the presiding officer of that Chapter. Upon election to office he/she shall become a member of the Board of Directors of the Association holding the title of Vice President. Chapter Vice-Presidents report directly to the Board.

Chapter vice-Presidents shall appoint committees as necessary to provide continuous education and informational programs for members and to encourage recruitment for the Association's growth and strength. Chapters are expected to hold at least one meeting, training conference or seminar during each term of office. Chapter Vice-Presidents shall be responsible for obtaining speakers for the events and preparing the events' agendas. Final agendas shall be sent in digital form to the Association office at least seven (7) weeks before an event. All activities should be self-sustaining; however, if costs are anticipated to exceed income, the Board shall be consulted before the activity is held, if at all possible.

Chapter Vice-Presidents shall be the presiding officer at all Chapter meetings, training conferences and seminars. This duty may be delegated to any member if attendance by the Chapter Vice-President is not possible. Chapter Vice-presidents shall be responsible for reporting all activities within their Chapter to the Board.

Each year Chapter Vice-Presidents, in cooperation with the Awards Committee, shall request nominations from their respective memberships for Chapter Member of the Year Award nominees. This award is to recognize an individual who has worked above and beyond what would be expected on behalf of the Chapter and Association.

Each Chapter Vice-President shall select two members from their Chapter to assist in reviewing the nominees. Such an award, if given, will be presented by the Chapter Vice-President and the President at the Annual Educational Conference.

SECRETARY

It is the duty of the Secretary to keep an accurate record of all proceedings of the Association and the Board of Directors and to conduct such correspondence as the business of the Association may require.

The Secretary shall prepare agendas, attach draft minutes, and distribute before Board of Director meeting. The Secretary shall request corrections to the minutes and approval of minutes. Minutes will be signed, sealed, and forwarded to Association office for custody.

The Secretary shall have custody of all records and papers belonging to the Association unless otherwise provided for. The records and papers not in custody of the Secretary will be in the custody of the Association office.

The Secretary shall forward the committee appointments to the Publications chair.

At the end of each fiscal year, December 31st, the Secretary shall compile into a folder, appropriate correspondence and other material pertaining to the year's activities to be filed with similar records of previous years.

At each meeting, The Secretary shall take a roll call and enter this in the minutes; it will by this roll call be determined if a quorum is present. The Secretary shall be prepared to present outstanding old business at the President's request; take a copy of the bylaws to all meetings and be alert and prepared to guide members in accordance with its provisions; request and secure a copy of all reports presented to be included in the minutes. The minutes shall include all motions and their results. The Secretary shall prepare a copy of the minutes and distribute them to the Board of Directors, to the Publications chair for publication in the IEHA News, and to the Association office for inclusion on the Association website. The Secretary shall have the minutes of the last annual meeting available for reading at the annual business meeting.

TREASURER

The Treasurer shall have charge of all funds of the Association. All funds shall be deposited in a checking account in the name of the Illinois Environmental Health Association in a bank of the Treasurer's choice at the direction of the President and Board of Directors. All disbursements shall be by check and signed by the Treasurer or President. All bills, receipts, and cancelled checks shall be retained for a period of seven (7) years. When appropriate, the Association shall open an interest bearing savings account, with the Treasurer transferring funds from checking to savings, always maintaining sufficient funds in the checking account to operate the Association.

Bookkeeping:

The Treasurer shall keep a ledger with two parts: receipts and debits.

Receipts: all receipts shall be logged in, noting the date, source, reason, budget item number to be credited (if more than one item is to be credited, list each entry separately) and deposit number.

Debits: all disbursements shall be logged in noting the date, check number, payee, reason, budget item number to be charged (if more than one item is to be charged, list each entry separately) and amount of check.

At the end of each month the credits and debits shall be totaled and recorded in the ledger.

Checkbook:

When writing checks, the budget item number being charged shall be written on each check stub along with the reason. When the cancelled checks arrive from the bank they should be checked against the checkbook. The check book should be balanced each month when the bank statement arrives.

Board Meeting Reports:

A Treasurer's report shall be given at each Board meeting. The report shall consist of two parts:

Line-item Budget Report: (Attachment A)

Receipts: add all receipts under the same line item. Identify each line item and make three columns:

Budget – the amount budgeted for that line item;

Received – the accumulative amount received for that line item; and

Remaining – this is the difference between Budget and Received.

Total each column.

Debits: add all checks under each line item. Proceed as above with three columns, Budget, Expended, and Remaining.

Financial Report: (Attachment B)

Enter checking account balance from previous month.

Enter savings account balance from previous month.

Add above two items, enter total.

Enter total credits for month from ledger.

Enter total debits for month from ledger.

Add the credits and subtract the debits from total above, and enter new total as Total Assets.

Enter checking account balance from current month.

Enter savings account balance from current month.

Enter interest earned from savings account.

Add above three items, enter total as Total Assets.

The Total Assets in the 2nd paragraph should balance

The Total Assets in the 3rd paragraph.

End of Fiscal Year:

To expedite the timely and orderly financial transition between fiscal years, the procedure set forth here shall be followed:

1. The Association fiscal year shall be January 1st through December 31st.
2. The Treasurer, President, President-Elect and Finance Committee shall meet in December to develop a budget for the coming fiscal year.
3. The proposed budget shall be submitted by the Finance Committee Chair at the next scheduled Board of Directors meeting for discussion and approval.
4. The books shall be closed as of December 31.
5. An audit shall take place after the books have been closed but no later than two (2) months after the end of the Fiscal Year.
6. Appropriate state and federal tax reports shall be filed immediately after the audit.
7. Any receipts or disbursements from the prior Fiscal Year that have not been completed or satisfied shall be shown as encumbrances so they won't affect the new Fiscal Year.
8. A final budget report shall be filed at the next scheduled Board of Directors meeting after all encumbrances have been satisfied.

BOARD OF DIRECTORS

The Board of Directors shall conduct the business of the Association and shall have the same rights, privileges and duties as are generally conferred upon such Boards.

The Board shall have a minimum of four meetings each year, one of which shall be in conjunction with the Annual Business Meeting, and shall meet at such other times as may be called by the President or upon a simple majority of the Board. Board meetings may be held using a telephone conference call. Those participating must be identified in the minutes. Votes must be by roll call.

A simple majority of the Board shall constitute a quorum. No Board business shall be conducted without a quorum present.

The Board shall direct and approve actions of the organization, officers and committees in business matters including financial transactions and other matters affecting the membership, organization or outside interests.

In matters requiring extreme haste, a telephone or e-mail poll of all Board members may be conducted followed by written confirmation of the issue and result of the vote taken. Any action carried out by telephone or e-mail must be documented in the records of the Association.

ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION

STANDING COMMITTEES

RESPONSIBILITIES OF ALL COMMITTEE CHAIRS

Committee Chairs shall:

1. Name committee members. If possible, include one member of the previous year's committee.
2. Hold meetings as needed to fulfill the committee's responsibilities.
3. Prepare an agenda for all meetings.
4. Notify the President and President-Elect of all meetings in advance.
5. Preside at all committee meetings.
6. Report on committee's activities to Board of Directors at meetings as necessary, either orally or in writing.
7. Be an ex-officio member of the ensuing committee.
8. Review the goals of the committee for the fiscal year. If funding is necessary, draft proposal for the finance committee to consider when they draft the budget.

CONSTITUTION AND BYLAWS COMMITTEE

It is the responsibility of this committee to maintain a continuing study of the Association's bylaws and the proper application of their provisions. Any member of the Association may submit a proposed revision(s) to the Board. The bylaws may be amended by a two-thirds vote of the Board of Directors. The revision(s) shall be published in the next issue of the IEHA News.

Resolutions:

In addition to the above, it is this committee's responsibility to contact the membership by means of the Association's IEHA News stating the importance and need for resolutions on environmental health issues and that resolutions may be proposed in writing by any group of ten or more active members. Such resolutions must be submitted to the Association's Secretary at least 45 days before the Annual Business Meeting. Resolutions which are determined by the President and Board of Directors to be racially, religiously or politically motivated shall not be accepted or acted upon.

This committee should also directly contact, whenever possible, members of the Association requesting ideas, topics, etc. for potential resolutions which could be prepared by the committee. This committee should hold periodic meetings to discuss ideas for possible resolutions and prepare proposed resolutions for consideration by the President and Board of Directors.

It is recommended that this committee appoint members who represent all areas of environmental health. A total of five members is recommended for this committee.

FINANCE COMMITTEE

It is the responsibility of this committee to oversee the financial situation of the Association and to recommend ways of eliminating deficits, should they exist. The committee is responsible, with the assistance of the President, President-Elect and Treasurer for the preparation of a realistic operating budget governing all IEHA obligations throughout the year. The chair of this committee shall have copies of the budget printed and presented to the Board of Directors two months prior to the end of the fiscal year. The chair shall also forward the approved budget, in digital form, to the Publication Chair for printing in the first IEHA News of the year. A final budget report should be filed, at the end of the fiscal year, at the appropriate Board meeting after all encumbrances have been satisfied.

LEGISLATIVE COMMITTEE

This committee will work closely with the Professional Development Committee to develop an effective network of communications between legislators, state & federal, and environmental health employees to secure effective environmental health legislation at both levels.

This committee will identify and review environmental and public health legislation as it relates to IEHA policy and Board of Directors' recommendations.

This committee will ask environmental and public health employees to inform their state legislators of IEHA & NEHA positions on specific legislation.

This committee, working with the Professional Development Committee, will prepare & present legislation to the Illinois General Assembly which would be beneficial to the environmental health practitioner profession.

The Chair of this committee will inform the President and Board of Directors of pertinent legislation and will assist them in carrying out appropriate action.

It is recommended that this committee include a member who is familiar with the legislative system and is able to track legislation. It is also recommended that members of this committee represent all parts of the state.

MEMBERSHIP COMMITTEE

This committee is responsible for promoting membership in IEHA.

Committee members should be available to assist in registration at all IEHA functions, verifying membership of registrants and providing assistance to prospective members.

A list of new members with their addresses and agencies and corrections in existing membership data should be forwarded to the Publication Chair as needed.

Membership renewal notices should be mailed or e-mailed no later than January 5th of each year. Delinquent members should be contacted by letter or e-mail by the end of March.

A current membership list as of April 1st, with statistics regarding increase or decrease, NEHA membership, and chapter representation should be presented at the June Board meeting.

The Membership Committee should evaluate failure of delinquent members to renew in order to identify potential changes/improvements in the quality of IEHA.

Requests for a list of members must be reviewed by the Membership Chair. If the request is for an educational conference related to environmental health, the list can be provided to the requesting organization. If it is not to be used for this purpose, the request shall be brought before the Board for approval or denial.

NOMINATING COMMITTEE

The Nominating Committee shall consist of at least two Active members appointed by the President and the immediate Past-President. The Past-President shall serve as Chair. The President-Elect shall serve as an ex officio member.

The duties of this committee are to: secure a roster of previous officers and Board of Directors from the Secretary; confirm Board positions being vacated; identify one or more candidates from the membership for each office to be filled; ascertain that each candidate is in good standing and is eligible to hold office in the Association.

The candidate for President-Elect shall have served as a Board member within the past 4 years.

Should the board of Directors of the Association disapprove of one or more of the candidates as proposed by this Committee, the entire slate of candidates shall be returned to the Committee for selection of replacement candidates.

At each June BOD meeting, this Committee shall submit to the Board, in writing, a slate of one or more Active members for each Association Office and Board of Directors position to be filled. Prior to submitting the slate to the Board for approval, this Committee, in conjunction with the IEHA office, shall obtain from each nominee a written affirmation of willingness to serve in the office for which he or she is nominated, including attendance at Board meetings as required.

Additional nominations for any open office or Board positions may be submitted by any petition of ten (10) or more members, provided it is received by the Secretary on or before the first day of July. Provided further, that such additional nominees are accompanied by written, signed statements of the nominee's willingness to serve in the office for which he or she is nominated, including attendance at Board meetings as required. Announcements requesting nominations from the membership shall be put in the first IEHA News of the year and posted on the IEHA website.

On or before the fifth day of August, the IEHA office manager shall prepare and mail to each eligible voting member an Official Ballot consisting of the Nominating Committee's slate of candidates and any additional nominees nominated under the provisions mentioned above.

The Association officer manager shall also enclose with the ballot an envelope marked "Ballot" and a second envelope addressed to the IEHA office with a line thereon for the member's signature, printed name, and Chapter affiliation. Ballots shall be returned to the IEHA office on or before September 1 to assure inclusion in the final tally.

PROFESSIONAL DEVELOPMENT COMMITTEE

This committee will work closely with the Legislative Committee on legislation which will effect environmental health, including future licensure.

It will recommend to the Board programs, publications and procedures to maintain and encourage respect for ethical practices and professional attitudes by members of the Association.

This committee will investigate incidents of alleged unethical conduct by members of the Association and/or employers. It will investigate complaints of failure to comply with LEHP licensure requirements and refer to the Illinois Department of Professional Regulation if appropriate. It will monitor follow-up.

PUBLICATIONS COMMITTEE

The Publications Committee is responsible for the communication activities of the Association with particular reference to the publication of the IEHA News. The committee shall be co-editor of the IEHA News along with the publisher, the Association office. The Chair shall appoint members of IEHA or others to the Committee from various geographic, technical or special interest areas to assist in the publication of the IEHA News.

The Committee shall obtain technical and membership information which would be of interest to the entire membership.

The IEHA News shall be published regularly four (4) times per year at 3-month intervals. The purpose of the IEHA News, within the bounds of the IEHA bylaws, is to provide useful information to its members and to act as a forum for member opinions and ideas. It should contain: a list of current IEHA Officers, Board of Directors, the President's message, employment announcements, announcements and programs of forthcoming IEHA and NEHA meetings, technical articles and anything else the editor feels would be of interest to the membership.

It shall be customary to have extra copies of each edition of the IEHA News printed. A copy shall be sent by mail or e-mail to all paid up members of IEHA, to NEHA officers, to the President and newsletter editors of each state organization affiliated with NEHA in Region 6, paid advertisers and any others the Editor feels would benefit from its receipt.

The annual IEHA budget and committee appointments shall be published in one edition. If there are revisions to the IEHA Constitution and bylaws, they shall be published in the next edition following approval.

The Committee shall publish other materials as authorized and directed by the Board of Directors. The editor may solicit paid advertisements for the IEHA News from any reputable commercial firm or voluntary agency. The IEHA News shall be printed on recycled paper.

Publication Schedule:

The IEHA News shall be published regularly four (4) times a year at 3-month intervals. The editor will determine deadlines for material to be received for publication.

PUBLIC RELATIONS COMMITTEE

It is the responsibility of this committee to promote the image of the Association to the general public, industry and affiliated agencies.

This committee shall promote the objectives of the Association in the field of environmental health at the local, state and national levels and shall develop ways of improving the status of the professional environmental health practitioner

AWARDS COMMITTEE

The Chair shall be appointed by the President, call meetings as necessary, and report to the Board of Directors.

The committee shall:

1. Select a nominee for Sanitarian of the Year.
2. Select a recipient for the O.L. Meyer Student Stipend Award, if budgeted for the year.
3. Select a Thomas Chojnacki National Environmental Health Association Annual Education Conference Stipend recipient
4. Select a recipient for the Newcomer of the Year Award.
5. Assist each Chapter Vice-President with the selection of the Chapter Member of the Year Awards.
6. Recommend nominations for Honorary Membership.
7. Be responsible for any special awards the Association may want to grant in addition to those established.

SANITARIAN OF THE YEAR

Within the membership of IEHA there are many individuals who are worthy of recognition within the State for the outstanding job he or she is doing for public health.

This award is to be presented at the Annual Educational Conference. It will not be presented more than annually, and then only if a well-qualified candidate is available or recommended by the Awards Committee and approved by the Board.

A nomination for the Sanitarian of the Year Award will be considered by the Awards Committee only if the nomination form and the required supplemental information are completed and received by the Committee by the deadline date. Nomination for this award must be made by someone who is a current member of IEHA.

The Awards Committee shall:

1. Collect and maintain a written record of all nominations.
2. Review the data submitted about each nominee and select a recipient. Nominees not selected will be considered for the next year's award.
3. Recommend the selected recipient to the Board of Directors for their approval. The decision of the Board will be final.
4. Assist with the presentation of the award at the Annual Educational Conference.

O.L. MEYER STUDENT STIPEND AWARD

The Illinois Environmental Health Association may annually award stipends in an amount stipulated by the Board to students actively engaged in an environmental health program or environmental health related program toward completion of a baccalaureate and/or graduate degree. An application for an O. L. Meyer Stipend Award will be considered by the Awards Committee only if the application form and the required supplemental information are completed and received by the Committee by the deadline date.

The Awards Committee shall:

1. Collect and maintain a written record of all applicant information.
2. Review the data submitted by the applicants, conduct interviews, and select a recipient.
3. Recommend the selected stipend recipient to the Board of Directors for their approval.
4. Present the Award at the Annual Educational Conference.

THOMAS CHOJNACKI NEHA-AEC STIPEND

Within the membership of the Illinois Environmental Health Association, there are individuals who desire to attend the National Environmental Health Association's Annual Educational Conference but cannot due to budget limitations. For this reason, the Association has established an annual stipend to finance one (1) IEHA member's expenses to the conference. The stipend is to be used for travel expenses such as: round-trip airfare, five nights lodging at the conference site hotel, full conference registration, and \$150.00 meal allowance. Also, if the recipient is not a NEHA member, he/she will receive a paid one (1) year NEHA membership.

An application for the Thomas Chojnacki Stipend will be considered by the Awards Committee only if the application form and the required supplemental information are completed and received by the Committee by the deadline date. After attending the conference, the recipient must write an article for the next IEHA newsletter summarizing the knowledge gained by attending the conference.

The Awards Committee shall:

1. Collect and maintain a record of all applicant information.
2. Review the data submitted by the applicants and select a recipient.
3. Recommend the selected recipient to the Board of Directors for their approval. The decision of the Board will be final.
4. Announce the recipient of the stipend at the IEHA-AEC.

NEWCOMER OF THE YEAR

The Illinois Environmental Health Association has established an annual award to recognize an outstanding Environmental Health Practitioner or Sanitarian with two (2) years or less experience in the field. The recipient shall receive: a briefcase equipped with assorted equipment commonly used in the profession, free registration to the IEHA-AEC, and one (1) year paid IEHA membership.

A nomination for the Newcomer of the Year Award will be considered by the Awards Committee only if the nomination form is completed and received by the Committee by the deadline date.

The Awards Committee shall:

1. Collect and maintain a record of all nominations.
2. Review the data submitted and select a recipient.
3. Recommend the selected recipient to the Board of Directors for their approval. The decision of the Board will be final.
4. Assist with the presentation of the Award at the IEHA-AEC.

HONORARY MEMBERSHIP

Nominees for Honorary Membership shall be selected as set forth in Article III, Section 1 and 2 of the IEHA Constitution.

CHAPTER MEMBER OF THE YEAR

The Chair shall assist each Chapter Vice-President in requesting nominations from their respective members for this award. See Chapter Vice-presidents for further details.

The Awards Chair shall:

1. Contact each Chapter Vice-President to obtain the name of the award recipient by the deadline date.
2. Assist the Chapter Vice-Presidents with the presentation of the awards at the IEHA-AEC.

TELLERS COMMITTEE

The Tellers Committee shall count the ballots as soon as possible after the expiration of the voting period. As soon as the votes have been tabulated, the Committee will contact the President with the results, and it will follow up that contact with written results.

The President will inform all candidates of the election results. The counted ballots will be retained by the chair for safe keeping until the conclusion of the next Board of Directors' meeting.

Any challenge to the election results may be made to the President by three (3) IEHA members no later than ten (10) days prior to the annual meeting.

If there is a challenge to the election results, the President will appoint an ad hoc committee of three (3) members of the Board to review all matters pertaining to election activities.

The ad hoc committee will provide a report to the President prior to the completion of the annual meeting.

If the results of the ad hoc committee differ from those of the Teller's Committee, the Board shall determine the course of action to be followed.

TABULATION PROCEDURES

To assure that the election process remains as ethical as possible and that each member retains a voice in the operation of the organization, the following vote tabulation procedures will be followed:

1. Ballots which do not carry a signature or carry an undecipherable signature on the exterior of the envelope will be considered spoiled.
2. The member's signature, which appears on the exterior envelope, will be checked against the active membership list.
3. The interior ballot will then be separated from the exterior envelope.
4. If a member mistakenly votes for candidates in more than one of the three Chapters, the ballot will be considered spoiled.

STRATEGIC PLANNING COMMITTEE

This committee shall be responsible for special assignments from the Board of Directors as well as:

1. Review and evaluate all functions and activities to guide the future direction of the Association.
2. Recommend action plans and time lines to the Board of Directors within the boundaries of the Mission Statement.

PROGRAM AND EDUCATION COMMITTEE

The President-Elect shall be Chair.

This committee is responsible for the development and coordination of workshops and association meetings other than the Board of Directors' meetings.

This committee must plan the Annual Educational Conference to be held during October. This meeting is to be held in a central location selected by the committee subject to approval of the Board of Directors. The committee develops the program content and conducts the meeting. The meeting should be self-sustaining. If the cost of the meeting exceeds income the Board of Directors should be consulted for additional funds.

OFFICE MANAGER

The Office Manager carries out all responsibilities required by his contract with the Association. These include, but are not limited to:

1. Provides assistance to members as necessary.

2. Answers the Association phone calls and, if necessary, directs the inquiry to the appropriate Board Member.
3. Keeps membership records.
4. Assists Chapter Vice-Presidents in planning and holding educational seminars and workshops.
5. Assists Membership Chair with membership renewals; collects money, makes bank deposits, and sends deposit slips to the Treasurer.
6. Assists Secretary with that office's functions as necessary, including preparing and sending out ballots and candidates' profiles for election.
7. Keeps all records belonging to the Association, including all old records that need to be kept.
8. Provides Officers and Board members with Association supplies.
9. Assists the Treasurer as necessary in handling the Association's finances.

LIST OF IEHA OFFICES

President
 President-Elect
 Past President
 Secretary
 Treasurer
 North Chapter Vice-President
 Central Chapter Vice-President
 South Chapter Vice-President
 North Chapter Director
 Central Chapter Director
 South Chapter Director
 Director-at-Large
 Director-at-Large
 Director-at-Large

LIST OF IEHA COMMITTEES

Constitution and bylaws Committee
 Finance Committee
 Legislative Committee
 Membership Committee
 Nominating Committee
 Professional Development Committee
 Publications Committee
 Public Relations Committee
 Awards Committee
 Tellers Committee
 Strategic Planning Committee
 Program and Education Committee

Technical Committees

Revised:

April, 1973	Sept., 2009
January, 1975	
July, 1977	
November, 1993	
September, 2005	

ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION

CALENDAR OF ACTIVITIES

For
OFFICERS,
DIRECTORS,
And
COMMITTEE CHAIRS

This calendar is provided to give everyone actively involved in the Association an idea when certain functions should occur in order to accomplish the activities the Constitution and Bylaws of the Association require to be carried out in a normal year.

PRESIDENT:

October/November: Annual Educational Conference; Board of Directors (BOD) meeting; installation of new officers

November/December: Prepare agenda for January BOD meeting; BOD approval of new committee chairs; prepare new fiscal budget with Treasurer, Finance Committee and President-Elect

January: Start new fiscal year; BOD meeting; present proposed budget for approval

January/February: prepare agenda for March BOD meeting

March: BOD meeting

April/May: Prepare agenda for June BOD meeting

June: BOD meeting; attend NEHA Annual Educational Conference

July/August: Prepare agenda for September BOD meeting

September: BOD meeting

PRESIDENT-ELECT:

October: Appoint new committee chairs before transitional BOD meeting (after one full year as President-Elect)

October/November: Annual Educational Conference; BOD meeting; assume Office of President at the Annual Business Meeting under New Business (after one full year as President-Elect)

November/December: Prepare new fiscal budget with President, Treasurer, and Finance Committee

January/August: Program & Education Committee meets to plan Annual Educational Conference

January: BOD Meeting

March: BOD meeting

June: BOD meeting; attend NEHA Annual Educational Conference

September: BOD meeting

CHAPTER VICE-PRESIDENTS:

Each Chapter Vice-President shall schedule meetings with his committee to plan his area's annual conference in a timely manner.

October/November: Annual Education Conference; BOD meeting

January: BOD meeting

March: BOD meeting

June: BOD meeting

September: BOD meeting

SECRETARY:

October/November: Annual Educational Conference; BOD meeting; forward committee appointments for publishing in the IEHA News

December: Send BOD meeting notice and minutes from last meeting

January: BOD meeting

February: Send BOD meeting notice and minutes from last meeting

March: BOD meeting

May: Send BOD meeting notice and minutes from last meeting

June: BOD meeting

August: Nomination deadline for new officers; office mails ballot to membership; send BOD meeting notice and minutes from last meeting

September: BOD meeting

TREASURER:

October/November: Annual Educational Conference; BOD meeting; present current financial statement

November/December: prepare new fiscal budget with President, President-Elect and Finance Committee

January: BOD meeting; present current financial statement; present budget for approval; start new fiscal year; prepare financial report for previous fiscal year; submit financial information from last fiscal year to Finance Committee for audit

March: BOD meeting; present current financial statement

June: BOD meeting; present current financial statement

September: BOD meeting; present current financial statement

BOARD OF DIRECTORS:

October/November: Annual Educational Conference; BOD meeting

January: BOD meeting; proposed budget approved

March: BOD meeting; Finance Committee reports on year end audit

June: BOD meeting; slate of officers presented

September: BOD meeting; verify election results; Awards Committee presents report

COMMITTEE CHAIRS:

October/November: Annual Educational Conference; BOD meeting; hold meeting as necessary throughout year to fulfill committee's responsibilities and send minutes of meetings to Secretary

January: BOD meeting

March: BOD meeting

June: BOD meeting

September: BOD meeting; present report to President and Board on year's activities

CONSTITUTION AND BYLAWS COMMITTEE:

Reviews on a continual basis the activities of the Association in accord with the Constitution and Bylaws; reviews the Constitution, Bylaws, and Procedure Manual on a continual basis to see that they reflect the actual operations of the Association; accepts and prepares resolutions for submittal to the Board

FINANCE COMMITTEE:

January: Present budget with Treasurer for approval at BOD meeting

March: Present findings of yearly audit at BOD meeting

MEMBERSHIP COMMITTEE:

October/November: Annual Educational Conference; BOD meeting

November: Send list of new members to Publication Chair

December/January: Office prepares and mails dues statements to members

January: BOD meeting

February: Send list of new members to Publications Chair

March: Office mails final delinquent notices to members; BOD meeting

May, August: Send list of new members to Publications Chair

September: BOD meeting

NOMINATING COMMITTEE:

April: Seek nominations for officers

May: Notify office so candidate forms can be sent and returned before June BOD meeting

June: Present slate of candidates at BOD meeting

July: Deadline for additional nominations to Secretary

PUBLICATIONS COMMITTEE:

March 1: Deadline for submission of material to Chairman for Issue One of the IEHA News (March to May)

June 1: Deadline for submission of material to Chairman for Issue Two of the IEHA News (June to August)

September 1: Deadline for submission of material to Chairman for Issue Three of the IEHA News (September to November)

December 1: Deadline for submission of material to Chairman for Issue Four of the IEHA News (December to March)

AWARDS COMMITTEE:

October/November: Annual Educational Conference; BOD meeting; Award recipients honored at AEC

December: Send article on Sanitarian of the Year Award recipient to NEHA Journal of Environmental Health

August: Deadline for receiving Award nominations

September: Present Award recommendations at BOD meeting

TELLERS COMMITTEE:

September: Committee meets to tally ballots for election of officers; results are forwarded to President

PROGRAM AND EDUCATION COMMITTEE:

January/August: Plan with assistance of Officer Manager the Annual Educational Conference to be held in October or November

July/August: Forward Annual Educational Conference information to Publications Chair for inclusion in the September IEHA News

LEGISLATIVE, PROFESSIONAL DEVELOPMENT, PUBLIC RELATIONS, & STRATEGIC PLANNING COMMITTEES: See Committee Chairs, P. 3.

Revised: September, 2005
September, 2009