TPHA Section Information and General Job Descriptions

Each section within TPHA will serve the following functions:

- Makes general recommendations in relation to the Annual Meeting including, but not limited to reviewing abstracts submitted in their corresponding section
- Acts on section membership and on section policies
- Contributes to and formulate rules of procedure for the section
- Schedules, attend, and participate in section meetings

Each TPHA committee is composed of the positions below (section officers). Section officers serve a term of one year which begins at the close of the Annual Meeting at which they are elected and terminates at the close of the Annual Meeting at which their term expires. All officers and elective members must be in good standing at the time of nomination and election. Officers and elective members may be nominated for and can only serve in one office per term.

Vacancies in any section office may be filled by appointment by the majority of vote of the section officers if at least three section officer positions are filled. Otherwise, by majority vote of the section officers and the Associations Section Coordinator. The individual appointed to fill a vacancy must meet the qualifications for matriculation or election.

Section Chair

This position is filled by the individual who served as chair-elect the previous year.

Reports to: Governing Council (GC), Section Coordinator, and section members

Mission: Responsible for that section’s activities and direction

Responsibilities:

- Presides at all section meetings
- Serves as the section representative to the GC
- Provides updates on Section activities to GC via GC meeting attendance or in writing prior to the GC meeting
- Creates ad hoc committees to attend to section business as needed
- Appoints a committee to count the ballots for new section officer elections
- Assumes duties of vacant section officer positions as needed
Section Chair-Elect

This position is filled by election of a TPHA member in good standing.

**Reports to:** Section Chair and section members

**Mission:** Responsible for the section’s membership

**Responsibilities:**
- Represents the section on the Association's Committee on Membership Recruitment, Engagement, and Development
- Presides over section meetings in the absence of the Section Chair
- Plans to serve the next year as the Section’s Chair by assisting the Section Chair with their responsibilities

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Section Secretary

This position is filled by the individual who served as secretary-elect the previous year OR by election of a TPHA member in good standing if the position becomes vacant.

**Reports to:** Section Chair

**Mission:** Responsible for the section’s administrative functions and the section’s sessions at the Annual Meeting

**Responsibilities:**
- Serves as the section’s representative on the Committee on Programs
- Prepares the section’s program for the Association Annual Meeting
- Prepares the section’s ballot for new section officer elections
- Records minutes of the section meeting and forwards them to the Executive Director of the Association
- Obtains copies of articles and presentations, via solicitation of the section membership, for submission to the Association’s Editorial Board

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Section Secretary-Elect

This position is filled by election of a TPHA member in good standing

**Reports to:** Section Chair and Section Secretary
Mission: Responsible for that Section’s membership

Responsibilities:
- Maintains accurate section membership records
- Submits dues notifications to section members as needed
- Serves as the Section Secretary in the absence of that officer
- Plans to serve the next year as the Section’s Secretary by assisting the Section Secretary with their responsibilities

TPHA Bylaws Excerpt Related to Section Officers
- The Section officers shall approve by a majority vote all proposed resolutions and position statements originating in the section prior to their submission to the Association’s Committee on Legislative, Policy, & Advocacy
- The Section officers shall develop procedures governing section operations and submit these to the Association’s Governing Council for approval
- The Section officers shall insure recruitment and retention of members in public health disciplines consistent with qualification of their respective Section
- The Section officers shall hold section business meetings in conjunction with the Association’s regular scheduled quarterly meetings
- The Section officers shall review and approve articles obtained by the Section Secretary for submission to the Association’s Editorial Board

Extracted from the TPHA By-Laws (revised 2018)