State Representative Guidelines and Responsibilities

State Representative Guidelines

The State Representative (Rep) for the Alliance of International Aromatherapists (AIA)

* is a 2-year minimum volunteer commitment.
* You must be a member in good standing to become a State Rep.
* You do not need to have held another position within the AIA before being appointed to the position of State Rep.
* You must have a current volunteer application on file with AIA.
* Position Renewal and Termination
  + You do not need to reapply every 2 years to continue to be a State Rep.
  + Self-termination of State Rep position requires a 30-day written notice to the Global Rep.
  + You will receive written notice of Termination by AIA if there is a violation of Code of Ethics or failure to comply with State Rep Guidelines and Responsibilities.

The Position

The State Rep is considered a ***Communication and Connection*** position. As the State Rep you are responsible for the following to include but not limited to:

* You will receive a state membership roster from your Regional Rep. Remember that members’ privacy is paramount, and these lists need to be kept as private as possible. When sending bulk emails, use the BCC (blind copy) feature to protect privacy.
* Hold at least 2 State Meet & Greet Meetings per year
* Encourage your state members to attend at least two meetings each year
* If your state membership is small, collaborate with nearby State Reps in creating joint Meet & Greets
* Communicate quarterly with your state members via e-mail, mail, or telephone/text. Contents of the communication could include, but is not limited to
  + Upcoming meeting information
  + Pertinent AIA meetings & information
  + Welcoming new members
  + Links to journal articles of note
  + Links to podcasts/websites/blogs of note
  + Etc.
* Attend all Quarterly All Rep Meetings \*

\*We understand that there are extenuating circumstances that may prevent attendance. In that case, notify the Global Rep via e-mail as soon as possible.

The State Rep is responsible for the timely submission of their Forms A & B for State meetings.

* Check the AIA Zoom Calendar to see if your desired date is available (<https://calendar.google.com/calendar/u/0?cid=YWlhem9vbWNhbGVuZGFyQGdtYWlsLmNvbQ>)
* Submit your Form A at least 6 weeks before your event to [formA@alliance-aromatherapists.org](https://d.docs.live.net/67d43d302c1c7301/Desktop/formA@alliance-aromatherapists.org)
* Host your meeting, take attendance, fill out your Form B and send it to [formA@alliance-aromatherapists.org](mailto:formA@alliance-aromatherapists.org)