

**Alliance of International Aromatherapists
State Representative
Guidelines and Responsibilities**

Effective November 2019

The Key Responsibilities of State Representatives:

- To promote the goals and enhance the mission of and be a good will ambassador for the AIA.
- To develop, increase, and enhance membership for AIA within one's state.
- To assist the AIA membership office in renewing memberships in your state.
- To support networking and communication among members and to provide community outreach within one's local community.
- To serve as a liaison between your Regional Representative, or liaison to the North America Representatives if there is no Regional Representative in your area, and the members of the aromatherapy community.
- To increase awareness of what AIA is doing in the world of aromatherapy.
- To provide invaluable feedback to your Regional Representative and ultimately the North America Representatives regarding your needs as a State Representative, as well as those of AIA members, and potential members – How can the AIA best support you and the members of your state?
- To hold and participate in state quarterly meetings. This may be done via teleconference or Zoom.
- Prepare a quarterly report for your Regional Representative. The report should include your activities as a state representative and any membership updates. The report should be turned into your Regional Representative, unless there is no regional representative for your area. In the latter instance, the report should be sent to the North America Representatives .
- To attend national and educational conferences, as possible, to discuss AIA issues.
- To provide your Regional Representative, and ultimately the North America Representatives , with a complete list of names, addresses and telephone numbers of individuals who have attended regional meetings or inquired about AIA.

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AIA Brochures

The AIA will provide all State Representatives with brochures. We will send 50 brochures to each representative and provide additional brochures as required. These brochures are to hand out to non-members attending a regional event; to give to students if you teach a class or have a school; or to leave at local health food or vitamin stores, aromatherapy shops, or natural health clinics in your area; or to offer to anyone who expresses an interest in the AIA. As the brochure(s) become updated, the national office will provide them to members and to you automatically.

AIA Journal

The AIA newsletter is currently distributed electronically via email to the membership. The AIA Journal will be sent to each member. The journal is also published annually in a print format.

Your encouragement to your membership to submit articles for publication is crucial. Not only is it important for AIA, but it will enhance each individual's contribution and resume.

Members

The AIA will provide updates of the names, addresses, phone numbers and email addresses of members, new members and volunteers in your state. These are for you, the AIA State Representative, to contact and add to your AIA Meeting mailing and phone lists. Please advise your Regional Representative of meeting schedules and any other pertinent information going on in your state.

This information is the property of the AIA and given to the Representatives in good faith, that you will not use it for personal gain or to promote your own business or products.

Meetings

State meetings should be held at least once quarterly for the purpose of conducting AIA state business, updating members on national activities and events, recruiting new members, aromatherapy education and networking. You may combine these meetings with other classes and workshops. If you are not qualified to teach a class, then it is a good opportunity to network with other Aromatherapist members in your area, and to get more people involved and active with the AIA. Suggestions include offering a simple gift making or introductory class, and either begin or end the meeting with AIA news and information. You should have plenty of brochures on hand to pass out. Additionally, you may utilize teleconference or Zoom to have your meeting. You can have a regional member present a topic and save part of the meeting to discuss AIA news and business.

As the AIA is a non-profit organization and the meetings are not for a charge, you can use a meeting room space at your local library, hospital or other community space. Having the meetings in a public environment will help to promote the visibility of the AIA.

We do request notes from the meeting to be sent to your Regional Representative. Use Form A prior to the meeting and Form B to attach your notes after the meeting. Please retain a copy of each report for your records.

Please email the AIA with your meeting schedule and information so that we may post it on the AIA website's "Calendar of Events".

Develop a group of volunteers from your AIA member roster. The volunteers can be contacted and may be willing to help plan, advertise, or host the meetings as well as help with mailings and phone calls.

Referrals

The AIA may refer people to you. When people contact our office looking for an aromatherapist, an interview, a volunteering opportunity with the AIA, or are looking for someone to have an AIA booth at their event, then AIA will direct them to a state or regional representative.

We ask that you have open communication in serving them to the best of your ability. If, you cannot help the person, refer them elsewhere, when possible. Many people want to get involved and network with like-minded people, as a State Representative you should be willing and accessible to all who are looking for information and help, as well as facilitate networking in your area.

Resignation and Termination

If the AIA office receives complaints that a representative is unavailable or does not return calls or emails, the representative can be relieved of responsibility and the position will be revoked. We do understand that life can be unpredictable. If you are having problems keeping up with your responsibilities, please let us know so that we can try to help you in whatever way we can. If problems persist and there is no communication, or if a representative is inactive, they will be removed from the position.

If you are currently a State Representative and no longer wish to be, please notify your Regional Representative so that we may try to find a replacement as quickly as possible. We do understand that our representatives' lives are busy, and if you find that you can no longer serve we will understand. We appreciate if you have suggestions regarding a replacement and serve as a mentor if asked and you are able. **We respectfully request a thirty-day notice if this is the case.**

Membership Requirements

All State Representatives are required to maintain a Professional Membership with the AIA at all times. Your State Representative material will be sent separately from your regular membership material. Please review all correspondence from the AIA carefully so that you know when your position as well as your membership expires, as well as any new events.

Term of Service

AIA representative's positions are for a term of one year. You may reapply as you are nearing the end of your term. Simply complete the representative application form as you did originally and submit it thirty (30) days prior to the end of your term.

Voting

As an AIA Member, you have the right to vote and hold office. As a State Representative, it is your responsibility to be aware of current events, voting issues, and to take the time to set an example and vote. The AIA will announce all voting issues through correspondence. This is also a great topic for meetings, and to inspire people to get involved with AIA. We are all a part of a larger community and we want you to be heard.

Qualifying Factors

- Keep your membership in good standing.
- Present an application to the board describing your goals as an AIA State Representative and how you plan to achieve them.

All applications will be considered. You **MUST** be a member of AIA.