



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **President-Elect/Vice President**

**Purpose:** The chapter president-elect/vice president assists the chapter president in providing direction and support to the chapter to create a meaningful and high-quality experience for chapter members.

### **Key Responsibilities:**

- Support the chapter president in providing direction to the chapter that is consistent with the chapter's bylaws, as well as ASSP's mission and vision statements, goals and code of professional conduct.
- Work with chapter president and Executive Committee to develop and execute strategic activities related to succession planning and chapter sustainability
- Serve as acting president in absence of the chapter president (see chapter president position description), including representing the president as requested
- Assist with planning and attend chapter Executive Committee and general membership meetings
- Supervise the activities of chapter committees as agreed upon
- Recommend attendance at semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings
- Perform other duties as agreed upon with the chapter president or Executive Committee

### **Support:**

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter president-elect/vice president
- Additional support available from chapter president and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop transferrable leadership and strategic planning skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking

- Earn professional certification maintenance points

**Time Commitment:**

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: Up to 10 to 15 hours, plus potential travel to and attendance at ROC if the chapter president is unable to attend

**Qualifications:**

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Helpful to have or be willing to develop strong leadership and project management skills
- Able to work effectively in a team setting and communicate with diverse audiences
- Employer support is helpful

**Specific Duties:**

- Complete three modules of officer training in {TBD}:
  1. Basic training:-Chapter operations
  2. Basic training:-ASSP overview
  3. Leadership training: President-elect/Vice president
- Recommend completion of two additional officer training modules:
  1. Membership training: Recruitment
  2. Membership training: Retention
- Work with chapter president and Executive Committee to develop and execute an annual plan for the chapter
- Assist the chapter president in completing required reporting through the Chapter Operations Management Tool (COMT)
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Help conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Represent the chapter as appropriate to other local professional societies and organizations for the advancement of the profession

- Ensure orderly transition and transfer of all duties and records to succeeding president-elect/vice president
- [additional chapter-specific duties]
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Work with chapter Awards & Honors Committee chair to recognize officers, volunteers and members for their participation in and contributions to the chapter
- Conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Ensure orderly transition and transfer all duties and records to succeeding chapter president
- [additional chapter-specific duties]