



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

President

Purpose: The chapter president provides direction and support to create a meaningful and high-quality experience for chapter members.

Key Responsibilities:

- Provide 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
- Chair all chapter executive committee meetings and chapter general membership meetings
- Lead chapter executive committee in the development and execution of strategic activities related to succession planning and chapter sustainability
- Maintain chapter incorporation and affiliate agreements with ASSP headquarters, including ensuring chapter compliance with required reporting
- Represent the chapter on semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) by attending meetings or appointing a proxy
- Represent the chapter at meetings of other organization when official representation is of benefit to chapter or ASSP members, or appoint a designee to ensure attendance
- Appoint standing committee chairs and members to special committees as needed

Support:

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

Benefits:

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

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- 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 travel to and attendance at AOC/ROC twice a year

Qualifications:

- Must be a 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 strong leadership, strategic planning and project management skills
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences
- Employer support helpful

Specific Duties:

- Complete six modules of officer training in [TBD]:
 1. Basic training:-Chapter operations
 2. Basic training:-ASSP overview
 3. Leadership training: President
 4. Membership training: Recruitment
 5. Membership training: Retention
 6. Advanced training: Chapter advanced president training
- Recommend completion of additional training modules from ASSP and the ROC
- Appoint one member to the chapter's Nominations & Elections Committee
- Submit the Chapter Operations Management Tool (COMT) report by **June 30**
- Update the chapter's operational plan and coordinate activities to achieve the plan's goals - Submitted into COMT by **August 15**
- Submit annual leadership report through COMT by **May 31**
- Ensure that the chapter treasurer submits the annual financial report and financial checklist by **May 31** and files chapter taxes if revenue exceeds \$50,000
- Provide reports to the area director or regional vice president as requested
- Ensure that chapter bylaws are reviewed by all new incoming leadership
- Oversee bylaws revision process, as needed, ensure that the changes conform in principle to the current ASSP Model Chapter Bylaws and are approved by the area director and regional vice president

- 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]