



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Secretary**

**Purpose:** The chapter secretary ensures the chapter's ability to provide continuity of a quality member experience by maintaining the chapter's historical records

### **Key Responsibilities:**

- Maintain and retain all chapter files, including minutes and correspondence, according to the chapter document retention guidelines
- Ensure that members receive timely and effective notices of all chapter meetings and functions
- Attend chapter general membership and Executive Committee meetings
- Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers
- Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter and other publications) in partnership with chapter communications chair and/or other chapter volunteers as applicable
- Assist chapter president in completing reports
- Assume duties of chapter treasurer when necessary

### **Support:**

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

### **Benefits:**

- Opportunity to develop transferrable leadership, recordkeeping and communication skills
- 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 8 hours

### **Qualifications:**

- Must be an ASSP member 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
- 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: Secretary
- Recommend completion of two additional officer training modules:
  1. Membership training: Recruitment
  2. Membership training: Retention
- Maintain chapter meeting attendance records and upload into the Chapter Operations Management Tool (COMT)
- Retain custody of the chapter charter, affiliate agreement, incorporation papers and other official documents
- Monitor all deadlines to ensure compliance with chapter charter
- Ensure orderly transition and transfer of duties and records to succeeding chapter secretary
- [additional chapter-specific duties]