



# Chapter Chair Duties and Responsibilities

## **Job Description**

- Guide and direct the major functions of the chapter's operations.
- Preside over all chapter meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Under direction of the RVP and the Board of Directors, performs a wide range of management functions as required to meet the goals and objectives of the chapter and the organization.
- Reporting link between the chapter and the RVP/SRVP/ASIS HQ.
- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Ensure compliance with ASIS chapter activity and financial reporting requirements.
- Appoint chapter committee chairs.

## **Tools Required**

- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



# Chapter Chair Duties and Responsibilities

## **Skill Sets Required**

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.
- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter vice chair.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



# Chapter Vice Chair Duties and Responsibilities

## **Job Description**

- Preside over all chapter meetings, functions and events when the chapter chair is not in attendance.
- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Assist the chair in ensuring compliance with ASIS chapter activity and financial reporting requirements.
- Assist the chair with appointment of chapter committee chairs.

## **Tools Required**

- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



# Chapter Vice Chair Duties and Responsibilities

## **Skill Sets Required**

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.
- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter vice chair.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



# Chapter Secretary Duties and Responsibilities

## **Job Description**

- Keep the minutes of all chapter leadership, committee and special meetings.
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence.
- Complete and promptly submit monthly reports using the online chapter activity reporting feature.
- Promptly notify ASIS Headquarters of results of the annual election by submitting the Annual Chapter Officer Questionnaire by Dec. 10.
- Ensure all necessary correspondence representing the chapter is handled in a timely manner, including, but not limited to Thank You notes to speakers, presenters, special assistance.
- Submission of articles and news regarding chapter activities and events to ASIS Dynamics.
- Submits minutes of the chapter meetings to the newsletter or website each month.

## **Tools Required**

- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



# Chapter Secretary Duties and Responsibilities

## **Skill Sets Required**

- Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy.
- Take responsibility for the compilation and organization of reports and archive information pertaining to the chapter.
- Computer skills and the use of standard communication software and use of the internet.
- Strong writing capabilities for e-mails, reports, minutes.
- Composing correspondence on own initiative. Ability to take simple notes during meetings.
- Experience in proofreading, statistical and record keeping principles and procedures.
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



# Chapter Treasurer Duties and Responsibilities

## **Job Description**

- Receive at all chapter functions and deposit, in an account in the name of the chapter, all monies, securities, funds, and monetary credits of or on behalf of the chapter.
- Receive and safeguard all property and other physical assets owned by the chapter.
- Keep regular accounts of all receipts and disbursements in suitable books provided for that purpose. The records should be available for inspection by all officers and chapter members in good standing, and duly authorized representatives of ASIS International.
- Disburse chapter funds upon approval and direction of the Chapter executive committee.
- Report on the financial status of the chapter at chapter meetings as requested by the Chapter Chair..
- Ensure compliance with all Internal Revenue filing requirements as set forth in ASIS Policy Guide 4015. **(U.S. Chapter's Only)**
- Ensure that all required annual financial reports are filed with ASIS HQ using the online compliance reporting feature.

## **Tools Required**

- ASIS Chapter Financial Handbook
- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to computers and related equipment, especially accounting software (e.g. QuickBooks, MS Excel, etc.)
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



# Chapter Treasurer Duties and Responsibilities

## **Skill Sets Required**

- Honesty.
- Reliability – willingness to consistently attend all chapter functions.
- Organizational skills.
- Ability to understand and follow basic accounting principles.
- Computer skills and the use of standard accounting software and use of the internet.
- Self-starter and self-motivation traits.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



# ASIS Chapter Committee Chairs

## **ASIS Foundation Liaison**

- Act as the chapter point of contact for the ASIS Foundation.
- Promote foundation scholarships and awards to the chapter membership.
- Manage the submission of nomination forms and paper work for foundation scholarships and awards.
- Manage chapter donations to the ASIS Foundation.

## **Certification Chairperson**

- Promote ASIS Certifications to the chapter membership.
- Develop and manage chapter certification review programs.
- Assist certification candidates with the certification application and exam scheduling process.
- Provide chapter newsletter team with chapter specific certification news (newly certified members, review programs, changes to ASIS certification policies and resources, etc.).

## **Chapter Newsletter Editor**

- Manage the production and distribution of the chapter newsletter.
- Oversight of all newsletter content.

## **Council Liaison**

- Preferably a current member of an ASIS Council.
- Stay informed of latest council news and initiatives. Report relevant developments to chapter membership at the monthly meetings or through the chapter newsletter/website.
- Promote council membership to other chapter members.

## **Law Enforcement Liaison**

- Act as the chapter's primary point of contact for law enforcement officials.
- Promote private and public partnerships, and information sharing with local law enforcement entities.
- Assist the chapter program and events chair with the planning of any law enforcement appreciation/recognition programs and events.
- Promote ASIS International to law enforcement professionals.

## **Legislative Chairperson**

- Stay informed of the latest policy issues affecting the security industry both locally and nationally.
- Report to the chapter membership at meetings or through the chapter newsletter/website.

## **Membership Committee Chairperson**

- Assist the Chapter Secretary with managing the chapter membership roster and distribution lists.
- Develop and manage membership recruitment efforts.
- Develop and manage membership retention efforts.
- Welcome new members to the chapter.
- Remain current with the latest membership news and any changes to ASIS membership policies.

# ASIS Chapter Committee Chairs

## **Mentorship Program Chairperson**

- Develop and manage your chapter's Mentoring Security Leaders Program using the resources developed by the ASIS Leadership & Management Practices Council.
- Identify mentors and protégés to take part in the program.
- Assist mentors and protégés with necessary program documentation and evaluation forms.

## **Military Liaison Chair**

- Identify and recruit military personnel for ASIS membership.
- Work with the chapter's program chair to develop military/public to private transition relevant education sessions.
- Apprise chapter leaders/members of Military Liaison Council produced resources.
- Assist with identifying mentors/protégés to participate in the chapter's mentoring program.

## **Placement Chairperson**

- Seek out job opportunities to promote to the chapter membership.
- Assist chapter members looking for employment.
- Develop content for the chapter's employment services section of the website or chapter newsletter.

## **Program Chairperson**

- Assist the Chair and Vice Chair with chapter meeting scheduling and planning.
- Manage all speaker scheduling and relations.
- Plan and manage chapter education programs, seminars, exhibits, networking, and social events.
- Survey chapter members to determine interests and identify relevant topics for chapter meetings/events.

## **Sergeant at Arms**

- Chapter meeting logistics (Set-up, Sign-in, "timekeeper", etc.).
- Manage chapter inventory and equipment (banners, displays, etc.).
- Enforce chapter rules and regulations.

## **Webmaster**

- Manage and update content for the chapter website.
- Ensure the website is updated regularly in order to provide relevant information to the membership.
- Seek out ways to enhance the chapter's web presence in order to better serve the local membership.

## **Women in Security Liaison**

- Identify and recruit other individuals in the WIS group to join the initiative.
- Plan and coordinate WIS social and networking events for the WIS group.
- Work with the chapter Program Chair to develop WIS related education sessions (leadership development, career services, etc.)



## ASIS Chapter Committee Chairs

### **Young Professionals Liaison**

- Identify and recruit other individuals in the YP age group to join the initiative
- Plan and coordinate YP social and networking events for the YP group.
- Work with the chapter Program Chair to develop YP related education sessions (leadership development, career services, etc.)