



Three Rivers Chapter Position Descriptions

ELECTED BOARD POSITIONS

President

Purpose: The Chapter President provides direction and support to the chapter in order to create a meaningful and high-quality member experience for chapter members.

Key Responsibilities:

- Provide direction to the chapter that is consistent with the chapter's bylaws as well as the Society'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 Society headquarters, including ensuring chapter compliance with required reporting
- Represent the chapter on semi-annual 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 Society members, or appoint a designee to ensure attendance
- Appoint standing committee chairs and members to special committees as needed

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter President
- Additional support available from Area Director, Regional Vice President, and Chapter Services at chapterservices@assp.org

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
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average Month:
 - 1 Technical meeting and board meeting: Around 3 hours in total
 - Meeting preparation: Around 1 hour
 - Meeting follow-up: Around 1 hour
 - Officer responsibilities: 1 hour
- Attendance required at ROC (may require travel): Up to 2 days
- Additional time commitments:



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- Leadership conference: Up to 2 days
- Planning for year: Up to 20 hours

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
- Must have or be willing to develop strong leadership, strategic planning, and project management skills
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support

Specific Duties:

- Complete 6 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - President; Membership Training - Recruitment; Membership Training - Retention; Advanced Training - Chapter Advanced President Training
- Recommended to complete additional training modules from Society 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 the Chapter Treasurer submits the Annual Financial Report and Financial Checklist by **May 31** and files chapter taxes if revenue over \$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 the changes conform in principle to the current ASSP Model Chapter Bylaws and are approved by the Area Director and Regional Vice President (RVP)
- Support the chapter's succession planning efforts through volunteer recruitment, delegation, and mentoring
- Work with Chapter Honors & Awards Chair to recognize officers, volunteers, and members for their participation in and contributions to the chapter
- Assist in conducting meetings to allow time for networking along with adequate time for a speaker
- Assist in the distribution of information from the Society, the Region, and/or the Area to the membership as necessary
- Ensure orderly transition and transfer all duties and records to succeeding Chapter President
- Facilitate chapter board meetings; prepare meeting agenda and ensure Roberts rules are applied.
- Additional duties as assigned/needed by the chapter.



Three Rivers Chapter Position Descriptions

Vice President 1st (Internal Affairs)

Purpose: The Chapter President-Elect / Vice President assists the Chapter President in providing direction and support to the chapter in order to create a meaningful and high-quality member experience for chapter members.

Key Responsibilities:

- Ascend to the position of President, unless voted otherwise by the Chapter membership.
- Assume responsibilities for the work of Committees, dealing with internal affairs, as assigned by the President.
- Prepare for the office of President, and develop a close working knowledge of Chapter affairs, by providing assistance to other officers and assigned committees, and staying abreast of their progress.
- Preside in the absence of the President, at Executive Committee meetings, regular Chapter meetings and any other functions.
- In the absence of the President, serve as the Acting President
- Supervise the activities of all assigned committees
- Perform other duties as assigned by the President or Executive Committee
- Attend ROC or AOC meetings, as needed
- Start planning the upcoming chapter year by December of the President-Elect (Vice President) year
- Support the chapter's succession planning efforts through volunteer recruitment, delegation, and mentoring
- Assist the President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool, Chapter of the Year Petition, long-range goals, and Bylaws review
- Ensure an orderly transition and transfer all chapter records to the succeeding President-Elect (Vice President)
- Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - President-Elect Vice President

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter President-Elect / Vice President
- Additional support available from Chapter President and Chapter Services at (chapterservices@ASSP.org)

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



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Time Commitment:

- Term of office: minimum 1 year, July 1 - June 30
- Average hours per month: Up to 10-15 hours per month, 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
- Helpful to have or be willing to develop strong leadership and project management skills
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support



Three Rivers Chapter Position Descriptions

Vice President 2nd (External Affairs)

Purpose: The Chapter President-Elect / Vice President assists the Chapter President in providing direction and support to the chapter in order to create a meaningful and high-quality member experience for chapter members.

Key Responsibilities:

- Assume the duties of the First Vice President – Internal Affairs in his/her absence.
- Assume responsibilities for the work of Committees, dealing with external affairs, as assigned by the President.
- Ascend to the position of First Vice President – Internal Affairs unless voted otherwise by the Chapter membership.
- Prepares and distributes press releases and public service announcements on chapter activities to the local media.
- Serves as the focal point for local members on working with ASSE Public Relations, in monitoring the local media on SH&E issues, the SH&E profession and local issues and being a key local contact for the local media – print, electronic and social.

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter President-Elect / Vice President
- Additional support available from Chapter President and Chapter Services at (chapterservices@ASSP.org)

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 10-15 hours per month, 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
- Helpful to have or be willing to develop strong leadership and project management skills
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support



Three Rivers Chapter Position Descriptions

Chapter Secretary

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

Key Responsibilities:

- Maintain Chapter records and correspondence.
- Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- Retain Custody of the Chapter Charter.
- Assume the duties of the Treasurer as necessary.
- Ascend to the position of Second Vice President – External Affairs unless voted otherwise by the Chapter membership.
- Maintain and retain all chapter files, including minutes and correspondence, for at least two years
- Attend General Membership and Executive Committee Meetings
- Record and distribute minutes of all chapter meetings to chapter officers (it's optional to send minutes to ASSE HQ) electronically or by mail
- Forward copy of approved minutes to the chapter website administrator for posting
- Assist President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool
- Retain custody of the chapter charter, Affiliate Agreement, Incorporation papers and SOG 8.10 Maintenance of Chapter Charter.
- Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention
- Ensure orderly transition and transfer of records to succeeding Secretary

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter Secretary
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop transferrable leadership, record keeping, 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

Qualifications:

- Must be member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President



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- Have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support



Three Rivers Chapter Position Descriptions

Chapter Treasurer

Purpose: The Chapter Treasurer ensures the chapter's financial ability to serve its members. The Chapter Treasurer manages chapter resources and funds, maintains and updates the chapter's financial records, and provides leadership in financial responsibility and fund allocation.

Key Responsibilities:

- Prepare and manage chapter operating budget for the fiscal year (April 1 - March 31)
- Maintain all financial records of the Chapter.
- Properly maintain accounting records.
- Prepare an operating budget of the Chapter for each fiscal year.
- Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- Submit a completed Chapter Dues Report by March 1 and to Society Headquarters.
- Submit the Annual Financial Report and Financial Checklist into COMT by **May 31**
- File taxes for revenue over \$50,000 in a 3-year period (ASSP files taxes under \$50,000) by **August 15**
- Witness the audit performed on the previous fiscal year's books. After the audit report has been accepted by the Executive Committee, the incumbent Treasurer should relinquish all documents of his/her office in good, orderly condition to the new Treasurer.
- Assume the duties of the Secretary as necessary.

Support:

- On-line training from Society - required before taking office
- Transition meeting with outgoing Chapter Treasurer
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop transferrable leadership and financial record keeping 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: 9 (this may change if your chapter hosts a PDC)

Qualifications:

- Must be member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Knowledge or willingness to develop knowledge of sound budgeting principles and processes and basic Excel functions for financial reporting
- Have or be willing to develop a solid working knowledge of the chapter financial and general operating guidelines



Three Rivers Chapter Position Descriptions

- Have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support

Assistant Treasurer

Key Responsibilities:

- Succeed to the office of the Treasurer and carry out its duties if the Treasurer is unable to serve.
- Prepare for the office of Treasurer, and develop a close working knowledge of Chapter finances, by providing assistance to the Treasurer.
- Ascend to the position of Treasurer, unless voted otherwise by the Chapter membership.
- In the absence of the Treasurer, at Executive Committee meetings, regular Chapter meetings and any other functions, fulfill the duties of the Treasurer.

Support:

- On-line training from Society - required before taking office
- Transition meeting with outgoing Chapter Treasurer
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop transferrable leadership and financial record keeping 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: 9 (this may change if your chapter hosts a PDC)

Qualifications:

- Must be member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Knowledge or willingness to development knowledge of sound budgeting principles and processes and basic Excel functions for financial reporting
- Have or be willing to develop a solid working knowledge of the chapter financial and general operating guidelines
- Have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support



Three Rivers Chapter Position Descriptions

Membership Chair

Purpose: The Chapter Membership Chair is responsible for monitoring and growing the chapter's membership by coordinating the chapter's member recruitment, orientation, and retention efforts. The Chapter Membership Chair works with the chapter's executive committee to identify and pursue opportunities to enhance the member experience for existing and future chapter members.

Key Responsibilities:

- Develop and coordinate member recruitment and retention campaigns, ensuring the engagement of the chapter executive board and existing members in these efforts
- Work with chapter executive committee to establish membership recruitment and retention targets and develop and implement strategic activities to meet those targets
- Prepare and deliver regular reports on chapter membership goals, benefits, engagement opportunities, and member highlights
- Monitor chapter roster and meeting guest lists to coordinate outreach to members nearing expiration and to convert guests to members
- Establish and chair Membership Committee and/or volunteer groups associated with ensuring a meaningful member experience (ex. meeting greeters), as appropriate
- Coordinate new member orientation, including development and delivery of information and materials
- Attend chapter general membership and executive committee meetings

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter Membership Chair
- Membership Chair Manual, The Membership Chair blog, and associated resources from Society
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop transferrable leadership and project management skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: 1 year, July 1 - June 30
- Average hours per month: up to 8

Qualifications:

- Must be member of ASSP in good standing
- Have or be willing to develop strong leadership, organization, and communication skills
- Have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences



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Specific Duties:

- Complete 5 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - President-Elect Vice President; Membership Training - Recruitment; Membership Training - Retention
- Recommended to develop and coordinate a Membership Committee
- Coordinate with Society to promote existing membership recruitment campaigns and develop local campaigns, including the establishment and use of promotional codes
- Provide information about new chapter members to chapter officers and committee chairs
- Ensure that new members are recognized and introduced at chapter membership meetings
- Provide and collect sign-in sheets for members and guests and work with Chapter Secretary to maintain and update chapter attendance records accordingly
- Instruct and support prospective members in the process of becoming a member
- Assist Chapter President and/or Chapter Awards & Honors Chair in member recognition
- Perform periodic surveys to ascertain the needs and interests of chapter members
- Work with Chapter Communications Chair to disseminate information pertaining to chapter membership, including reports and member highlights, through chapter communication channels (website, social media accounts, newsletter, etc.)
- Periodically review chapter website to ensure membership information is accurate and up-to-date
- Work with the Chapter Professional Development Conference Chair and Chapter Program Chair to promote all chapter events to chapter membership
- Ensure that chapter members are aware of opportunities to become involved in other ASSP communities (Common Interest Groups and Practice Specialties) locally or nationally
- Review chapter roster on a regular basis to identify new members, recent renewals, and missing members
- Send welcome message to new chapter members providing an overview of membership benefits and an invitation to the next chapter meeting
- Send thank you/recognition email to sponsors of new members
- Coordinate social events for new members
- Ensure orderly transition and transferal of duties and records to succeeding Chapter Membership Chair



Three Rivers Chapter Position Descriptions

Chapter Delegate to the House of Delegates

Purpose: The Chapter Delegate to the House of Delegates serves as the liaison between the chapter's members and Society. The Chapter Delegate represents chapter members' interests to the House of Delegates, keeps the chapter membership informed on House of Delegates actions and proposed actions, and acts on House of Delegates ballots on behalf of the chapter membership.

Key Responsibilities:

- Represent the chapter membership to the Society House of Delegates (HOD) by voting on Society issues and providing feedback from the chapter to the Society on issues related to the profession throughout the chapter year
- Communicate with chapter membership to determine overall chapter viewpoint on Society issues
- Attend the HOD annual meeting in June or appoint a proxy if unable to attend
- Attend chapter general membership and executive committee meetings

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter Delegate to the House of Delegates
- Additional support available from Chapter President and Chapter Services at chapterservices@ASSP.org.

Benefits:

- Opportunity to develop leadership and strategic planning skills, particularly in regards to organizational governance
- Opportunity to network with other chapter leaders and safety professionals at HOD
- Opportunity to be a voice to and for chapter on Society matters
- Earn professional certification maintenance points

Time Commitment:

- Term of office: minimum 1 year, July 1 - June 30
- Average hours per month: Up to 4 hours per month, plus travel to and attendance at PDC /annual HOD once a year. Saturday–Monday minimum, usually in June. Paid by chapter

Qualifications:

- Chapter past president; chapter bylaws identifies exiting president automatically ascends to this role.
- 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
- Must not be concurrently serving as a Society board member, a Regional Vice President, Practice Specialty Administrator, or Common Interest Group Administrator



Three Rivers Chapter Position Descriptions

- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Have the ability to work effectively in a team setting and communicate with diverse audiences



Three Rivers Chapter Position Descriptions

APPOINTED POSITIONS

Chapter Awards & Honors Chair

Purpose: The Chapter Awards & Honors Chair supports member engagement by ensuring that chapter members are recognized for their contributions to the chapter, Society, and the safety profession.

Key Responsibilities:

- Develop and oversee chapter awards and honors program, including designation of awards and recognition, all relevant application and selection processes, and ensuring presentation of awards to honorees
- Coordinate Chapter Safety Professional of the Year (SPY) recognition program, ensuring that the chapter considers at least one Chapter SPY nomination annually and assisting with the chapter's nominations for Region and/or Society SPY awards
- Works with Program Chair to coordinate recognition of members at meetings and events
- Work with Chapter Communications Chair to coordinate the recognition of members through chapter communications (newsletter, website, social media, etc.) and local media
- Act as chapter liaison to members receiving awards and recognition
- Acts as liaison to Society on long service recognition and to promote other chapter recognition and awards as appropriate
- Attend chapter general membership and executive committee meetings as needed/requested
- Complete 2 modules of Officer Training in Officer Central: Basic Training - Society Overview; Membership Training – Retention
- Recommended to complete additional 1 module of Officer Training in Officer Central: Membership Training - Recruitment

Support:

- Online resources from Society
- Transition meeting with outgoing Chapter Awards & Honors Chair
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and human resource management skills
- Earn certification maintenance points

Time Commitment:

- Term of office: preferably 1 year, July 1 - June 30
- Average hours per month: up to 7



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Qualifications:

- Must be member of ASSP in good standing
- Must have or be willing to develop understanding of chapter members' work and accomplishments
- Must have or be willing to develop working knowledge of chapter and Society award and honors programs
- Helpful to have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences



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Newsletter Chair

Purpose: The Newsletter Chair creates and distributes content in the monthly newsletter to chapter members.

Key Responsibilities:

- Solicits and/or submits articles for the chapter newsletter; develop ideas to increase interest for the membership.
- Responsible for publishing and distributing newsworthy items (may include information from chapter/section, region, and Society), whether by email or postal mail, on a monthly basis.
- Should also copy RVP and chapterservices@asse.org on these communications and inform Society staff of newsworthy items for inclusion in society-wide communications.
- Publishes, either hard-copy or electronically, and distributes the chapter newsletter to all chapter members on a regular basis
- Sends copies of the chapter newsletter to the AD, RVP.

Support:

- One-on-one training and support for website maintenance from Society staff
- Transition meeting with outgoing Newsletter Chair
- Additional support available from Chapter President and Chapter Services at (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and communication skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: preferably 1 year, July 1 - June 30
- Average hours per month: Up to 9 hours

Qualifications:

- Must be member of ASSP in good standing
- Strong written communication skills and the ability to communicate clearly and effectively to diverse audiences helpful
- Helpful to have experience producing publications and/or web content
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting



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Webmaster & Social Media Chair

Purpose: The Newsletter Chair creates and distributes content in the monthly newsletter to chapter members.

Key Responsibilities:

- Maintains content on the chapter website; insure information is current and accessible
- Admin for social media accounts and posts chapter or area EHS related content to media platforms.

Support:

- One-on-one training and support for website maintenance from Society staff
- Transition meeting with outgoing Newsletter Chair
- Additional support available from Chapter President and Chapter Services at (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and communication skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: preferably 1 year, July 1 - June 30
- Average hours per month: Up to 9 hours

Qualifications:

- Must be member of ASSP in good standing
- Strong written communication skills and the ability to communicate clearly and effectively to diverse audiences helpful
- Helpful to have experience producing publications and/or web content
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting



Three Rivers Chapter Position Descriptions

Audit Chair

Purpose: The Audit Chair provides pulls together an audit committee to annual audit financial record and submit the report to ASSP HQ.

Key Responsibilities:

- Annually, at the end of the chapter year, and completed prior to installation of the new officers for the following year.
- Immediately after a President or Treasurer resigns or is removed from office.
- The Internal Audit Committee will conduct the audit according to procedures in Appendix B, Internal Audit Procedures. Internal Audit Committee should consist of (at a minimum): Incoming Chapter President; Another Chapter Executive Committee member; A member of the Chapter in good standing who is not a member of the Chapter/Region executive committee in the financial year to be audited.
- An internal audit report will be provided to the Chapter and Region executive committees within 30 days of audit completion.
- Any deficiencies discovered will be corrected as soon as possible.
- Any inconsistencies or suspicion of misappropriation will be immediately reported to the Chapter Executive Committee and Regional Vice President. If the audit cannot be completed due to inconsistencies, a 3rd party accounting firm will be hired to conduct an independent forensic audit, and results will be reported to Chapter Members, Chapter Executive Committee, and Region 5 VP.
- Audits the chapter financial records at least once per fiscal year

Support:

- Transition meeting with outgoing Audit Chair
- Additional support available from Chapter Treasurer and Chapter Services, (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 3 hours

Qualifications:

- Must be a member of ASSP in good standing
- Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses



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Jobs Chair

Purpose: The Chapter Jobs Chair provides chapter members with information and resources to aid in their career searches.

Key Responsibilities:

- Serve as the main contact for chapter members looking to post or share open positions
- Manage the chapter jobs listings in the chapter newsletter, website, social media, and/or meeting announcements, ensuring content is relevant and up-to-date
- Facilitate cross-posting of career opportunities with Society jobs board

Support:

- Transition meeting with outgoing Chapter Jobs Chair
- Additional support available from Chapter President and Chapter Services, (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 3 hours

Qualifications:

- Must be a member of ASSP in good standing
- Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses

Specific Duties:

- Complete 1 module of Officer Training in Officer Central: Basic Training - Society Overview
- Develop/update and manage a process submission and management of jobs for posting either on chapter website or ASSP job site by chapter members and local businesses
- Establish/update criteria for jobs that will be posted by the chapter
- Maintain records of chapter members that have gained employment through chapter job postings and report results to Chapter Membership Chair
- Work with Chapter Secretary and/or Chapter Communications Chair to distribute job notifications through chapter's newsletter, website, social media, and other channels
- Work with Chapter Program Chair to distribute job notifications at chapter events
- Maintain chapter job postings on the TRC website.

Nominations & Elections Chair



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Purpose: The Chapter Nominations and Elections Chair ensures the stability of the chapter by recruiting future leaders from among chapter members. The Chapter Nominations and Elections Chair engages all chapter officers to develop and execute a strong succession plan for the chapter.

Key Responsibilities:

- Oversee Nominations & Elections Committee to identify and recruit candidates for office
- Coordinate chapter's election process in accordance with chapter bylaws and Society standard operating procedures, including distribution and collection of ballots
- Provide regular updates to the executive committee regarding candidate recruitment and election outcomes
- Ensure smooth transition between outgoing and incoming chapter officers
- Attend chapter general membership and executive committee meetings as needed / requested

Support:

- Online training from Society
- Transition meeting with outgoing Chapter Nominations & Elections Chair
- Additional support available from Chapter President and Chapter Services
chapterservices@ASSP.org

Benefits:

- Opportunity to develop transferrable leadership and strategic planning skills
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Transition meeting with outgoing Chapter Nominations & Election Chair
- Average hours per month: up to 7

Qualifications:

- The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee.
- Must be a member of ASSP in good standing (this is typically an appointed position filled by the chapter's immediate past president, if available to serve)
- Have or be willing to develop a solid working knowledge of the chapter's bylaws
- Have or be willing to develop understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and to communicate with diverse audiences



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Specific Duties:

- Review chapter bylaws and align chapter election process accordingly
- Appoint member(s) to the Nominations & Elections Committee as outlined in chapter bylaws
- Ensure Nominations & Elections Committee is formed and reported in the COMT by **December 31**
- Publish initial slate of candidates in accordance with chapter bylaws, typically no later than **March 1**
- Receive and vet member petitions to candidate slate (petitions due 15 days in advance of election)
- Publish and distribute the final slate of officers, including vetted petition candidates, to chapter members in accordance with chapter bylaws
- Ensure development of ballots, either through paper ballots for a chapter meeting or in coordination with Chapter Services to create electronic ballots for an online election
- Hold chapter election by May, in accordance with chapter bylaws
- Work with Chapter Secretary to distribute, collect, and count ballots
- Inform candidates of results of the election
- Announce election results to chapter members at the close of the election
- Ensure the Annual Leadership Report is submitted to Chapter Services through the COMT by **May 31**
- Work with current and incoming officers to coordinate transition meeting(s) before **June 30**
- Work with Chapter Awards & Honors Chair to coordinate event(s) recognizing outgoing leadership and induct incoming leadership
- Coordinate all aspects of special elections in accordance with chapter bylaws as needed
- Ensure orderly transition and transfer of duties and records to succeeding Chapter Nominations & Elections Chair

Nominations & Election Committee

- The Committee, including the Chairperson, will consist of no less than three, nor more than five, members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.
Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded. The full final Nominations & Elections Committee must approve the slate of officer candidates.



Three Rivers Chapter Position Descriptions

Professional Development Conference Chair

Purpose: The Professional Development Conference Chair ensures the provision of a high quality professional development conference (PDC) for chapter members, assisting them with their ongoing learning and development.

Key Responsibilities:

- Work directly with the Chicagoland conference planning executive committee to plan the annual Professional Development Conference (PDC)
- Develops PDC program content aligned with chapter members' needs and interests
- May work in partnership with representatives from other chapters for joint PDC
- May contribute as needed to regional PDC, especially when the PDC takes place in the chapter's territory
- Attend chapter general membership meetings and chapter executive committee meetings as needed/requested

Benefits:

- Opportunity to develop leadership, project management, and instructional design skills
- Opportunity to network with other safety professionals
- Earn certification maintenance points

Time Commitment:

- Term of office: 1 year, July 1 - June 30
- Average hours per month: Up to 4 hours per month in non-PDC months / up to 8 hours in 1-2 months prior to PDC, plus travel to and on-site coordination of PDC (hours may increase for joint or regional PDC support)

Qualifications:

- Must be member of ASSP in good standing
- Must have or be willing to develop understanding of project management and instructional design principles
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences

Specific Duties:

- Complete 1 module of Officer Training in Officer Central: Basic Training - Society Overview
- Work with PDC committee members / an assistant PDC to ensure all members can assume duties should the need arise and to assist with succession planning
- Coordinate the CEU application process with Society for PDC educational programming
- Ensure smooth transition to incoming Professional Development Conference Chair



Three Rivers Chapter Position Descriptions

Program Chair

Purpose: The Chapter Program Chair works with the chapter's executive committee to ensure that chapter programming meets the needs of the chapter's membership. This includes ensuring the chapter fulfills its charter requirements of hosting four technical meetings annually and may include coordinating additional programming offered by the chapter.

Key Responsibilities:

- Responsible for arranging time/date/location of chapter meetings & event.
- Provides speaker biographical information for newsletter and/or website
- Also arranges for special speakers, necessary equipment, and meeting room setup for chapter meetings & events.
- Frequently communicates with the Newsletter Editor regarding chapter meeting schedule and upcoming events.
- Meet and introduce speaker to membership
- Attend General Membership and Executive Committee Meetings
- Develops and promotes pertinent educational programs
- Plans the program time, location and logistics (meals, set-up, A/V needs)
- Meets with the speaker(s) to coordinate the program
- Applies for CEUs, if applicable
- Submits program promotional materials to newsletter editor and public relations committee for promotion

Support:

- Online training from Society - required before taking office
- Transition meeting with outgoing Chapter Program Chair
- Additional support available from Chapter President and Chapter Services (chapterservices@ASSP.org)

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: 7

Qualifications:

- Must be member of ASSP in good standing
- Knowledge or willingness to develop working knowledge of chapter members' needs and interests
- Have or be willing to develop an understanding of chapter and Society structure and strategic direction



Three Rivers Chapter Position Descriptions

- Ability to work effectively in a team setting and communicate with diverse audiences



Three Rivers Chapter Position Descriptions

Specific Duties:

- Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - Program Chair
- Recommended to complete additional 2 modules of Officer Training in Officer Central: Membership Training - Recruitment; Membership Training - Retention
- Provide event information (time, date, location, speaker, topic) to Chapter Communications Chair at least 6 weeks in advance of meeting or event
- Prepare name badges for on-site registration table
- Remind members to update records in online account with ASSP
- Secure and set-up a/v equipment on-site



Three Rivers Chapter Position Descriptions

Student Affairs Chair

Purpose: The Chapter Section / Student Affairs Chair ensures that the members of the chapter's sections and student sections are informed of chapter business and that their needs and interests are represented within the chapter executive committee.

Key Responsibilities:

- Serve as liaison between chapter leadership and the leadership of chapter sections/student sections
- Coordinate communication with all sections/student sections on behalf of the chapter
- Ensure section/student section leadership attend one or more chapter meetings annually
- Communicate with executive committee about section/student sections issues, needs, and interests
- Ensure that chapter sections/student sections hold elections in alignment with their bylaws
- May coordinate and/or partner with other chapter officer(s) to coordinate chapter scholarship program, including serving as liaison with ASSP Foundation, soliciting donations, supporting promotional efforts to recruit applicants, and recognizing scholarship recipients
- Attend chapter section/student section meetings as needed/requested
- Attend chapter general membership and executive committee meetings as needed/requested

Support:

- Online resources from Society
- Transition meeting with outgoing Chapter Section/Student Affairs Chair
- Additional support available from Chapter President and Chapter Services at chapterservices@ASSP.org

Benefits:

- Opportunity to develop leadership skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: preferably 1 year, July 1 - June 30
- Average hours per month: up to 7

Qualifications:

- Must be member of ASSP in good standing
- Must have or be willing to develop an understanding of chapter and Society structure and strategic direction
- Helpful to have experience working with college/university students and/or higher education
- Ability to work effectively in a team setting and communicate with diverse audiences



Three Rivers Chapter Position Descriptions

Specific Duties:

- Complete 2 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview
- Recommended to complete additional 2 modules of Officer Training in Officer Central: Membership Training - Recruitment; Membership Training - Retention



Three Rivers Chapter Position Descriptions

Golf Outing Chair

Purpose: The Gold Outing Chair provides pulls together an planning committee for the annual golf outing with NEIL and the Greater Chicago Chapter

Key Responsibilities:

- Select venue for outing and manage contract with location.
- Leads a committee to:
 - Coordinate food and prizes
 - Coordinate marketing for event
 - Coordinate logistics for event day – registration checking
 - Gain sponsors
 - Tracks registrants/teams

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 3 hours

Qualifications:

- Must be a member of ASSP in good standing
- Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses