

Job Description – Chapter Chairperson

Reporting to: Regional Vice President

Working with: All

Term: January – December

Job Function:

The incumbent is to perform the duties normally associated with the CEO of a company. Under direction of the Regional Vice President and the Board of Directors, the incumbent shall perform a wide range of management functions as required to meet the goals and objectives of the chapter and the organization. The incumbent should possess past ASIS volunteer leadership experience, preferably at the level of chapter vice chairperson.

Key Responsibilities:

- Preside over all chapter meetings, functions and events
- Convene and schedule quarterly meeting of the Chapter Executive
- Uses considerable independent judgment in decisions that influence operations at the chapter level to insure solvency of the chapter and ROI to chapter members
- Following annual elections, solicit volunteers from the membership to fill non-elected committee positions
- Formulate a strategic plan at the beginning of the year that will outline the number and type of chapter events
- Respond to inquiries from members and non-members about the chapter and ASIS in general
- Maintain familiarity with the following ASIS tools:
 - ASIS Policy & Procedure Guide
 - ASIS President's Vision & Mission Statement
 - ASIS Functional Area publications
 - Society, Region and Chapter reference manuals and materials
- Maintain good general knowledge of chapter operations and Society bylaws, policies and procedures
- Facilitate succession planning for all chapter positions

Created: December 2007

Revised: November 2012