

Job Description – Chapter Vice Chairperson

Reporting to: Chapter Chairperson

Working with: All

Term: January – December

Job Function:

The incumbent is to act as a back-up for the Chapter Chairperson should they be unable to attend or function or otherwise discharge their duties. The incumbent should possess past ASIS volunteer leadership experience, preferably at the Treasurer or Secretary level.

Key Responsibilities:

- Accept all responsibilities of the Chapter Chairperson in his or her absence
- 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
- Assist the Chapter Treasurer in registration and collection of payments at chapter events
- Track and log the attendance of ASIS certified individuals at qualifying chapter events and submit those logs to ASIS International Certification staff
- Track and maintain inventory over chapter reference books, ensuring that accurate sign-out information is provided by those committee members who have possession of the books during certification study groups
- Receive quarterly reports from committee chairs in advance of Executive Committee meetings
- Facilitate succession planning for all chapter positions
- Review and update Executive Committee job descriptions on an annual basis

Created: December 2007

Revised: November 2012