



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## President

**Purpose:** The chapter president provides direction and support to create a meaningful and high-quality experience for chapter members.

### Key Responsibilities:

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

### Support:

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

### Benefits:

- Opportunity to develop transferrable leadership, strategic planning and project management skills
- Opportunity to grow professional network

- Oversee bylaws revision process, as needed, ensure that the changes conform in principle to the current ASSP Model Chapter Bylaws and are approved by the area director and regional vice president
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Work with chapter Awards & Honors Committee chair to recognize officers, volunteers and members for their participation in and contributions to the chapter
- Conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Ensure orderly transition and transfer all duties and records to succeeding chapter president
- [additional chapter-specific duties]