



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

President-Elect/Vice President

Purpose: The chapter president-elect/vice president assists the chapter president in providing direction and support to the chapter to create a meaningful and high-quality experience for chapter members.

Key Responsibilities:

- Support the chapter president in providing 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.
- Work with chapter president and Executive Committee to develop and execute strategic activities related to succession planning and chapter sustainability
- Serve as acting president in absence of the chapter president (see chapter president position description), including representing the president as requested
- Assist with planning and attend chapter Executive Committee and general membership meetings
- Supervise the activities of chapter committees as agreed upon
- Recommend attendance at semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings
- Perform other duties as agreed upon with the chapter president or Executive Committee

Support:

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

Benefits:

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

- Ensure orderly transition and transfer of all duties and records to succeeding president-elect/vice president
- [additional chapter-specific duties]
- 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]