



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Secretary

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

Key Responsibilities:

- Maintain and retain all chapter files, including minutes and correspondence, according to the chapter document retention guidelines
- Ensure that members receive timely and effective notices of all chapter meetings and functions
- Attend chapter general membership and Executive Committee meetings
- Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers
- Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter and other publications) in partnership with chapter communications chair and/or other chapter volunteers as applicable
- Assist chapter president in completing reports
- Assume duties of chapter treasurer when necessary

Support:

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

[Services](#)

Benefits:

- Opportunity to develop transferrable leadership, recordkeeping 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 hours

Qualifications:



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Treasurer

Purpose: The chapter treasurer ensures the chapter's financial ability to serve its members. This volunteer leader 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)
- Present reports regarding current and long-term chapter finances to the chapter Executive Committee and chapter membership
- Share opinions on the chapter financial position as an elected officer
- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Attend Executive Committee and chapter meetings
- Ensure that an annual or biennial audit is performed on the chapter financial records
- Assume the duties of chapter secretary as necessary

Support:

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

Services

Benefits:

- Opportunity to develop transferrable leadership and financial recordkeeping 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 hours (subject to change if the chapter hosts a professional development conference)

Qualifications: