|  |
| --- |
| **AMERICAN SOCIETY OF SAFETY ENGINEERS – COLORADO CHAPTER****PRESIDENT DUTIES AND RESPONSIBILITIES** |
| Purpose: The Chapter President provides direction and support to the chapter in order to create a meaningful and high-quality member experience for chapter members. |
| * **Key Responsibilities:**
 |
|  | * Provide direction to the chapter that is consistent with the chapter’s bylaws as well as the Society’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 Society headquarters, including ensuring chapter compliance with required reporting
 |
|  | * Represent the chapter on semi-annual 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 Society members, or appoint a designee to ensure attendance
* Appoint standing committee chairs and members to special committees as needed
 |
| * **Duties:**
 |
|  | * Complete 6 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - President; Membership Training - Recruitment; Membership Training - Retention; Advanced Training - Chapter Advanced President Training
* Recommended to complete additional training modules from Society and the ROC
* Appoint one member to the chapter’s Nominations & Elections Committee
* Submit the Chapter Operations Management Tool (COMT) report by June 30
* Update the chapter's operational plan and coordinate activities to achieve the plan's goals - Submitted into COMT by August 15
* Submit Annual Leadership Report through COMT by May 31
* Ensure the Chapter Treasurer submits the Annual Financial Report and Financial Checklist by May 31 and files chapter taxes if revenue over $50,000
* Provide reports to the Area Director or Regional Vice President as requested
* Ensure that chapter bylaws are reviewed by all new incoming leadership
* Oversee bylaws revision process, as needed, ensure the changes conform in principle to the current ASSE Model Chapter Bylaws and are approved by the Area Director and Regional Vice President (RVP)
* Support the chapter’s succession planning efforts through volunteer recruitment, delegation, and mentoring
* Work with Chapter Honors & Awards Chair to recognize officers, volunteers, and members for their participation in and contributions to the chapter
* Assist in conducting meetings to allow time for networking along with adequate time for a speaker
* Assist in the distribution of information from the Society, the Region, and/or the Area to the membership as necessary
* Ensure orderly transition and transfer all duties and records to succeeding Chapter President
 |