**AMERICAN SOCIETY OF SAFETY ENGINEERS – COLORADO CHAPTER**

**PRESIDENT-ELECT DUTIES AND RESPONSIBILITIES**

Purpose: The Chapter President-Elect assists the Chapter President in providing direction and support to the chapter in order to create a meaningful and high-quality member 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 the Society’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

● Recommended to attend semi-annual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings

● Perform other duties as agreed upon with the Chapter President or executive committee

* **Specific Duties:**

**●** Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - President-Elect Vice President

● Recommended to complete additional 2 modules of Officer Training in Officer Central: Membership Training - Recruitment; Membership Training - Retention

● Work with Chapter President and executive committee to develop and execute an annual plan for the chapter

● Assist the Chapter President in completing required reporting through the Chapter Operations Management Tool (COMT)

● Administer chapter-sponsored events

● Ensure name tags are printed and available at all chapter meetings

● Assist in the distribution of information from the Society, the Region, and/or the Area to the membership as necessary

● Support the chapter’s succession planning efforts through volunteer recruitment, delegation, and mentoring

● Assist in conducting meetings to allow time for networking along with adequate time for a speaker

● Represent the chapter as appropriate to other local professional societies and organizations for the advancement of the profession

● Ensure orderly transition and transfer of all duties and records to succeeding President-Elect