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

**VICE PRESIDENT DUTIES AND RESPONSIBILITIES**

Purpose: The Chapter Vice President 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 and President-Elect 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 or President-Elect (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

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

● Serve as Program Chair and arrange Lunch and Learn meetings during the chapter year

● 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

● As the Program Chair, arrange for all presenters, locations, and caterer for Lunch and Learn meetings during the chapter year (September through May)

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

● Provide a roster of registered members for 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 Vice President

● Write a receipt for each meeting and post to the website. Provide printed copies at each meeting for members to take.