

## **Chapter Chair Duties**

### **Job Description**

- Guide and direct the major functions of the chapter's operations.
- Preside over all chapter meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Under direction of the RVP and the Board of Directors, performs a wide range of management functions as required to meet the goals and objectives of the chapter and the organization.
- Reporting link between the chapter and the RVP/SRVP/ASIS HQ.
- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Ensure compliance with ASIS chapter activity and financial reporting requirements.
- Appoint chapter committee chairs.

## **Chapter Vice Chair Duties**

### **Job Description**

- Preside over all chapter meetings, functions and events when the chapter chair is not in attendance.
- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Assist the chair in ensuring compliance with ASIS chapter activity and financial reporting requirements.
- Assist the chair with appointment of chapter committee chairs.

## **Chapter Secretary Duties**

### **Job Description**

- Keep the minutes of all chapter leadership, committee and special meetings.
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence.
- Complete and promptly submit monthly reports using the online chapter activity reporting feature.
- Promptly notify ASIS Headquarters of results of the annual election by submitting the Annual Chapter Officer Questionnaire by Dec. 10.
- Ensure all necessary correspondence representing the chapter is handled in a timely manner, including, but not limited to Thank You notes to speakers, presenters, special assistance.
- Submission of articles and news regarding chapter activities and events to ASIS Dynamics.
- Submits minutes of the chapter meetings to the newsletter or website each month.

## **Chapter Treasurer Duties**

### **Job Description**

- Receive at all chapter functions and deposit, in an account in the name of the chapter, all monies, securities, funds, and monetary credits of or on behalf of the chapter.

- Receive and safeguard all property and other physical assets owned by the chapter.
- Keep regular accounts of all receipts and disbursements in suitable books provided for that purpose. The records should be available for inspection by all officers and chapter members in good standing, and duly authorized representatives of ASIS International.
- Disburse chapter funds upon approval and direction of the Chapter executive committee.
- Report on the financial status of the chapter at chapter meetings as requested by the Chapter Chair.
- Ensure that all required annual financial reports are filed with ASIS HQ using the online compliance reporting feature.