

ASIS Chapter Committee Chairs

ASIS Foundation Liaison

- Act as the chapter point of contact for the ASIS Foundation.
- Promote foundation scholarships and awards to the chapter membership.
- Manage the submission of nomination forms and paper work for foundation scholarships and awards.
- Manage chapter donations to the ASIS Foundation.

Certification Chairperson

- Promote ASIS Certifications to the chapter membership.
- Develop and manage chapter certification review programs.
- Assist certification candidates with the certification application and exam scheduling process.
- Provide chapter newsletter team with chapter specific certification news (newly certified members, review programs, changes to ASIS certification policies and resources, etc.).

Chapter Newsletter Editor

- Manage the production and distribution of the chapter newsletter.
- Oversight of all newsletter content.

Council Liaison

- Preferably a current member of an ASIS Council.
- Stay informed of latest council news and initiatives. Report relevant developments to chapter membership at the monthly meetings or through the chapter newsletter/website.
- Promote council membership to other chapter members.

Law Enforcement Liaison

- Act as the chapter's primary point of contact for law enforcement officials.
- Promote private and public partnerships, and information sharing with local law enforcement entities.
- Assist the chapter program and events chair with the planning of any law enforcement appreciation/recognition programs and events.
- Promote ASIS International to law enforcement professionals.

Legislative Chairperson

- Stay informed of the latest policy issues affecting the security industry both locally and nationally.
- Report to the chapter membership at meetings or through the chapter newsletter/website.

Membership Committee Chairperson

- Assist the Chapter Secretary with managing the chapter membership roster and distribution lists.
- Develop and manage membership recruitment efforts.
- Develop and manage membership retention efforts.
- Welcome new members to the chapter.
- Remain current with the latest membership news and any changes to ASIS membership policies.

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Mentorship Program Chairperson

- Develop and manage your chapter's Mentoring Security Leaders Program using the resources developed by the ASIS Leadership & Management Practices Council.
- Identify mentors and protégés to take part in the program.
- Assist mentors and protégés with necessary program documentation and evaluation forms.

Military Liaison Chair

- Identify and recruit military personnel for ASIS membership.
- Work with the chapter's program chair to develop military/public to private transition relevant education sessions.
- Apprise chapter leaders/members of Military Liaison Council produced resources.
- Assist with identifying mentors/protégés to participate in the chapter's mentoring program.

Placement Chairperson

- Seek out job opportunities to promote to the chapter membership.
- Assist chapter members looking for employment.
- Develop content for the chapter's employment services section of the website or chapter newsletter.

Program Chairperson

- Assist the Chair and Vice Chair with chapter meeting scheduling and planning.
- Manage all speaker scheduling and relations.
- Plan and manage chapter education programs, seminars, exhibits, networking, and social events.
- Survey chapter members to determine interests and identify relevant topics for chapter meetings/events.

Sergeant at Arms

- Chapter meeting logistics (Set-up, Sign-in, "timekeeper", etc.).
- Manage chapter inventory and equipment (banners, displays, etc.).
- Enforce chapter rules and regulations.

Webmaster

- Manage and update content for the chapter website.
- Ensure the website is updated regularly in order to provide relevant information to the membership.
- Seek out ways to enhance the chapter's web presence in order to better serve the local membership.

Women in Security Liaison

- Identify and recruit other individuals in the WIS group to join the initiative.
- Plan and coordinate WIS social and networking events for the WIS group.
- Work with the chapter Program Chair to develop WIS related education sessions (leadership development, career services, etc.)



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Young Professionals Liaison

- Identify and recruit other individuals in the YP age group to join the initiative
- Plan and coordinate YP social and networking events for the YP group.
- Work with the chapter Program Chair to develop YP related education sessions (leadership development, career services, etc.)