

CHAPTER OFFICER POSITION DESCRIPTIONS

President

Term of office: July 1, 2018 - June 30, 2020

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election and
- Be either a Professional Member, Member or International Member of ASSE
- Must complete online training prior to taking office

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 General Membership and Executive Committee meetings
- Appoint standing committee chairs and members to special committees as needed
- Appoint one member to the Chapter Nominations and Elections Committee
- Represent the chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC), as applicable
- Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter
- Update the chapter's strategic plan and coordinate activities to achieve the plan's goals - Submitted to the Regional Vice President (RVP) by **August 15**
- Ensure that Chapter Bylaws are annually reviewed and consistent with the current Model Chapter Bylaws
- Submit an Incoming Chapter Officer and Delegate Report to the Area Director or Regional Vice President and ASSE HQ by **May 31**
- Submit the Chapter Annual Report summarizing his/her term of office to the area director or regional Vice President and ASSE HQ prior to **August 15**. (Note: The Chapter Operations, Strategic Planning & Annual Performance Reporting Tool).
- Ensure an orderly transition and transfer all chapter records to the succeeding President

Peripheral Duties and Suggestions:

- Delegate wherever possible
- Recognize officers, volunteers and members for their participation
- Conduct meetings to allow time for networking as well as adequate time for a speaker
- Distribute information from Society, Regional or Area meetings to the membership as necessary

Average Monthly Time Commitment: up to 4 hours/month plus travel and attend periodic meetings of the Regional Operating Committee.

Vice President

Term of office: July 1, 2018 - June 30, 2020

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election and
- Be either a Professional Member, Member or International Member of ASSE
- Must complete online training prior to taking office

Responsibilities:

- In the absence of the President, serve as the Acting President
- Attend General Membership and Executive Committee Meetings
- Supervise the activities of all assigned committees
- Perform other duties as assigned by the President or Executive Committee
- Attend ROC or AOC meetings, as needed
- Start planning the upcoming chapter year by December of the President-Elect (Vice President) year
- Assist the President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool, Chapter of the Year Petition, long-range goals, and Bylaws review
- Ensure an orderly transition and transfer all chapter records to the succeeding President-Elect (Vice President)

Average Monthly Time Commitment: up to 4 hours/month and potentially travel and attend the Regional Operating Committee meeting if the President is unable to attend.

Secretary

Term of office: July 1, 2018 - June 30, 2020

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member, International Member or Associate Member of ASSE
- Must complete online training prior to taking office

Responsibilities:

- Maintain and retain all chapter files, including minutes and correspondence, for at least two years
- Issue notices of all chapter meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means)
- Attend General Membership and Executive Committee Meetings
- Record and distribute minutes of all chapter meetings to chapter officers (it's optional to send minutes to ASSE HQ) electronically or by mail
- Forward copy of approved minutes to the chapter website administrator for posting
- Assist President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool
- Retain custody of the chapter charter, Affiliate Agreement, Incorporation papers and SOG 8.10 Maintenance of Chapter Charter.
- Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention
- Assume Chapter Treasurer duties when necessary
- Ensure orderly transition and transfer of records to succeeding Secretary

Average Monthly Time Commitment: up to 4 hours

Treasurer

Term of office: J July 1, 2018 - June 30, 2020

Qualifications:

- Must be an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member, International Member or Associate Member of ASSE
- Must complete online training prior to taking office

Manage Resources:

- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Prepare chapter operating budget for the fiscal year (April 1 - March 31)
- Share opinions on the chapter financial position as an elected officer
- Present reports regarding current and long-term chapter finances to the Chapter Executive Committee
- Attend meetings involving fees to be disbursed or collected by the chapter
- Witness the annual audit performed on the chapter financial records
- Assume the duties of Chapter Secretary as necessary

Maintain and Update Records:

- Obtain signature cards for incoming officers and return to the bank
- Transfer financial records from outgoing Treasurer to incoming Treasurer
- Maintain current year financial records
- Archive and maintain chapter financial records for the past seven years
- Retain files of bank statements, canceled checks, invoices, and vouchers
- Keep and update a ledger of payments and receipts
- Deposit chapter funds
- Prepare the Annual Financial Report and send to ASSE HQ by **May 31**
- Prepare and submit IRS Form 990 N, 990 EZ, or 990 as necessary and send a copy to ASSE HQ by **August 15**
- Attend General Membership and Executive Committee Meetings
- Retain attendance records for chapter meetings
- Ensure ASSE HQ has current bank account information

Issue Reports:

- Issue monthly treasurer reports
- Submit Chapter Dues Report to chapterservices@asse.org by **March 1** if your chapter has voted to increase chapter dues for the upcoming chapter year.

Average Monthly Time Commitment: up to 4 hours

Membership Chair

Term of office: July 1, 2018 - June 30, 2020

Qualifications:

- Must be an ASSE member in good standing
- Must complete online training prior to taking office

Responsibilities:

- Recruits members
- Provide information about new chapter members to chapter officers and committee chairs
- Attend General Membership and Executive Committee Meetings
- Ensures that new members are recognized and introduced at one or more membership meeting
- Maintains a list of potential members
- Instructs and supports prospective members in the process of becoming a member
- Informs members of membership campaigns and encourage their support and participation in membership drives
- Assist President as needed to recognize long-time chapter members on significant anniversary dates

Average Monthly Time Commitment: up to 3 hours

Program Chair

Term of office: July 1, 2018 - June 30, 2020

Qualifications:

- Must be an ASSE member in good standing
- Must complete online training (www.asse.org/coto) prior to taking office

Responsibilities:

- Responsible for arranging time/date/location of chapter meetings & event.
- Provides speaker biographical information for newsletter and/or website
- Also arranges for special speakers, necessary equipment, and meeting room setup for chapter meetings & events.
- Frequently communicates with the Newsletter Editor regarding chapter meeting schedule and upcoming events.
- Meet and introduce speaker to membership
- Attend General Membership and Executive Committee Meetings

Average Monthly Time Commitment: up to 4 hours

Delegate to the House of Delegates

Term of office: July 1 - June 30

Every chapter must have at least one delegate. The number of delegates a chapter has is based on their membership number on December 31 of the prior chapter year:

- 249 members or less = entitled to 1 Chapter Delegate
- One delegate for each additional 250 members or portion thereof, in excess of its initial 249 members

Qualifications:

- Must be an ASSE member in good standing for at least one year prior to taking office
- Must be an ASSE Member or Professional Member (not Associate, Student, or Emeritus Member) who is not currently serving as a Society Board Member or as a Practice Specialty Administrator
- Must complete online training prior to taking office

Responsibilities:

- Represent the chapter membership to the Society House of Delegates (HoD) by voting on Society issues and providing feedback from the chapter to the Society on issues related to the profession throughout the chapter year
- Communicate with chapter membership to determine overall chapter viewpoint on Society issues
- Attend the HoD annual meeting in June or appoint a proxy to represent the chapter if unable to attend

Average Monthly Time Commitment: up to 2 hours/month plus travel and attend HoD meeting once/year