



Leadership Institute, Educational Program

Chapter Chairman

By
Chris M. Wright, CPP
Regional Vice President, Region III

Job Description

- Preside over all chapter meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Under direction of the Regional Vice President 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 Regional Vice President.
- Uses considerable independent judgment in decisions that influence operations at the chapter level to insure solvency of the chapter and ROI to chapter members.

Tools Required

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.



Skill Sets Required

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.
- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter vice chairman.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



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Chapter Vice Chairman

By
Allan Wick, CPP
Senior Regional Vice President, Chapter Internet Development

Job Description

- Preside over all chapter meetings, functions and events when the chapter chairman is not in attendance.
- Uses considerable independent judgment in decisions that influence operations at the chapter level to insure solvency of the chapter and ROI to chapter members.

Tools Required

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.

Skill Sets Required

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.



- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Good organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter secretary.
- Knowledge of ASIS International organization.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



Leadership Institute, Educational Program

Chapter Secretary

By
Chris M. Wright, CPP
Regional Vice President, Region III

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 to the designated recipients.
- Promptly notify ASIS Headquarters of results of the annual election.
- Insure 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 to ASIS International magazines articles regarding chapter activities and events.
- Submits minutes of the chapter meetings to the newsletter each month.

Tools Required

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment, especially word processor and access to the Internet.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.



Skill Sets Required

- Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy.
- Take responsibility for the compilation and organization of reports and archive information pertaining to the chapter.
- Computer skills and the use of standard communication software and use of the internet.
- Strong writing capabilities for letters, reports, minutes.
- Composing correspondence on own initiative. Ability to take simple notes during meetings.
- Experience in proofreading, statistical and record keeping principles and procedures
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Strong English usage, grammar, spelling and punctuation; modern office methods and procedures.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



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Chapter Treasurer

By
Scott Dunlop, CPP
Regional Vice President, Region XII

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 the Society.
- 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 Chairman.
- Forward financial status information in a timely manner to the Chapter Secretary for inclusion in the monthly Chapter Activity Report.
- Adhere to any and all Internal Revenue filing requirements as set forth in ASIS Policy Guide 4015.

Tool Sets Required

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment, especially word processor and accounting software.



- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Chapter checkbook register.
- Receipt book.
- Sign-in sheets.
- Name badges (if designated to issue)
- Suitable storage area to secure chapter assets

Skill Sets Required

- Honesty.
- Reliability – willingness to consistently attend all chapter functions.
- Organizational skills.
- Ability to understand and follow basic accounting principles.
- Computer skills and the use of standard accounting software and use of the internet.
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Knowledge of ASIS International organization.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.