

CHESAPEAKE CHAPTER OFFICER POSITION DESCRIPTIONS

President

Term of office: July 1 - June 30

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election
- Be either a Professional Member or Member of ASSE
- Must have served on the Chesapeake Chapter Executive Committee for one year prior to election
- Must complete online training (www.asse.org/coto) 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 Chapter 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 (may require overnight travel)
- 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 by **Feb 1**
- 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
- Oversee / Coordinate the activities of the following Chapter Committees
 - Foundation
 - Government Affairs
 - Community Outreach
 - Public Relations
 - Financial Review / Audit

Peripheral Duties and Suggestions:

- Delegate Chapter functions/ responsibilities with follow-up as needed
- 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 15 hours/month plus travel to attend periodic meetings of the Regional Operating Committee.

Vice President

Term of office: July 1 - June 30

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election and
- Be either a Professional Member or Member of ASSE
- Must complete online training (www.asse.org/coto) prior to taking office

Responsibilities:

- In the absence of the President, serve as the Acting President
- Succeed to the office of President and carry out its duties if the President is unable to serve
- Attend Chapter General Membership and Executive Committee Meetings, in person whenever possible
- 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 (travel may be required)
- Start planning the upcoming chapter year by December of their 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
- Assume Chapter Treasurer duties when necessary
- Ensure an orderly transition and transfer all chapter records to the succeeding Vice President
- Oversee / Coordinate the activities of the following Chapter Committees
 - Programs
 - PDC Planning
 - ASP / CSP Review
 - Bylaws

Average Monthly Time Commitment: up to 10 hours/month and potentially travel and attend the Regional Operating Committee meeting if the President is unable to attend.

2nd Vice President

Term of office: July 1 - June 30

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election and
- Be either a Professional Member or Member of ASSE
- Must complete online training (www.asse.org/coto) prior to taking office

Responsibilities:

- Attend Chapter General Membership and Executive Committee Meetings, in person whenever possible
- 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 (travel may be required)
- 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
- Assist the Vice President with planning the upcoming chapter year by no later than March of the current chapter year
- Serve on the annual Financial Review / Audit Committee
- Ensure an orderly transition and transfer all chapter records to the succeeding 2nd Vice President
- Assume Chapter Secretary duties as necessary
- Oversee / Coordinate the activities of the following Chapter Committees
 - Scholarship
 - Awards and Honors
 - Membership

Average Monthly Time Commitment: up to 8 hours/month and potentially travel and attend the Regional Operating Committee meeting if the President or Vice President is unable to attend.

Secretary

Term of office: July 1 - June 30

Qualifications:

- Must have been an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member, or Associate Member of ASSE
- Must complete online training (www.asse.org/coto) prior to taking office

Responsibilities:

- Maintain and retain all chapter files, including minutes and correspondence, for at least seven years
- Issue notices of all chapter meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means)
- Attend Chapter General Membership and Executive Committee Meetings, in person whenever possible
- Record and distribute minutes of all chapter meetings to chapter officers and Executive Committee members
- 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
- Ensure orderly transition and transfer of records to succeeding Secretary
- Oversee / Coordinate the activities of the following Chapter Committees
 - Newsletter
 - Website
 - Social Media

Average Monthly Time Commitment: up to 8 hours

Treasurer

Term of office: July 1 - June 30

Qualifications:

- Must be an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member, or Associate Member of ASSE
- Must complete online training (www.asse.org/coto) prior to taking office

Manage Resources:

- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved FDIC 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

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 in approved records storage location
- 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 Chapter 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 16 hours

Delegate to the House of Delegates

Term of office: July 1 - June 30

Based on current number of members, the Chapter is allotted two (2) Delegate positions

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 who is not currently serving as a Society Board Member or as a Practice Specialty Administrator
- Must complete online training (www.asse.org/coto) 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
- Attend Chapter General Membership and Executive Committee Meetings, in person whenever possible
- 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 (overnight travel may be required)

Average Monthly Time Commitment: up to 5 hours/month plus travel to attend HoD meeting once/year