

ASIS CHAPTER BOARD OF DIRECTORS JOB DESCRIPTIONS

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CHAIRMAN

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.

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.

VICE CHAIRMAN

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.

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.

CHAPTER SECRETARY

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.
- 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 to ASIS International magazines articles regarding chapter activities and events.
- Submits minutes of the chapter meetings to the newsletter each month.

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.

CHAPTER TREASURER

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.

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.

COMMITTEE/COUNCIL CHAIRMAN

JOB DESCRIPTION

In conjunction with committee/council members:

- Utilize ASIS Committee/Council Handbook
- Lead committee/council members in the completion of goals and objectives
- Select and maintain active and competent membership
- Develop annual business plan
- Develop and submit budget for approval, if required
- Conduct a minimum of two meetings annually
- Submit minutes for all meetings
- Initiate, analyze and utilize surveys and studies
- Create and submit handouts, articles and other publication information
- Identify, organize and present seminar programs and workshops
- Prepare Certified Protection Professional Examination questions
- Conduct an annual self-evaluation of committee/council goals and objectives
- Provide interim and final reports to ASIS designated leadership
- Submit recommendations for changes to committee/council functions

SKILL SETS REQUIRED

- Leadership skills
- Self-starter and Motivation traits
- Organization skills
- Oral and written communication skills
- Delegation skills
- Recognized professional competence in field
- Specialized management experience

CURRENT ASIS DETROIT CHAPTER COMMITTEES AND COUNCILS

COMMUNICATIONS CHAIRPERSON

- Produces all aspects of the chapter newsletter, from advertising to on-time delivery, and interfaces with all officers and chairmen.
- Produces all aspects of the chapter website, from advertising to frequent updates of copy, dates, and materials from chairmen, and interfaces with all officers and chairmen.
- Assists with communication ranging from email to other communications in support of chapter functions.
- Communicates and provides information regarding communication, chair or committee actions regarding communication, to all appropriate parties.

LAW ENFORCEMENT LIAISON COMMITTEE

- Brings the private security and public law enforcement groups together by inviting and attempting to get at least two law enforcement representatives to each chapter meeting (at the expense of the chapter). The liaison will invite the Chiefs of Police, Sheriffs, or heads of various law enforcement agencies.
- Sends a letter of invitation on Chapter ASIS Letterhead to each invited representative. A copy of the letter is sent to the Chapter Chair and the Treasurer for their records.
- Greets the guest at the door and provide introductions to various members. He/she will also introduce the guest(s) as appropriate during the Chapter Meeting. The Liaison will follow up with a telephone and written communication with each guest.

LEGISLATIVE LIAISON

- Keeps the chapter membership informed of legislative issues pertinent to the security industry.
- Obtains and presents information to the chapter newsletter and website, e.g., court decisions, pending bills, etc., which are of interest to the membership.
- May contact local legislative members and lobbyists to obtain information.
- May be involved with ASIS International on legislative matters if requested.

MEMBERSHIP CHAIRPERSON

- Responds to all inquiries about membership and promotes value and recognition of members and membership in this society of professional security practitioners.
- Provides and directs prospective members to membership applications as needed, answers questions, and provides any assistance required for completion.
- Reviews, advises, and works on maintaining an accurate local (Detroit Chapter) database of members. Performs as liaison with ASIS Headquarters, which receives applications and determines class of membership and enters pertinent information into the HQ database.
- Acts upon and advises upon conditions and issues which affect membership, including contacting members who have not renewed membership from lists provided by the Chapter Chair or others. The Membership Chair will contact these individuals and provide any assistance required allow the member to be reinstated.

PROFESSIONAL CERTIFICATIONS CHAIRPERSON

- Keeps chapter members informed of information concerning the professional certifications programs.
- Oversees and maintains the chapter library for use by chapter members.
- Introduces and keep chapter members informed of the progress of all new certified chapter members.
- Serves as an advisor on all matters regarding certification programs.
- Coordinates professional certification study groups with the Programming Committee.

PROGRAMMING COMMITTEE

- Secures and develops dates for chapter meetings with a calendar developed with the officers and Executive Committee and assists in securing a speaker and program for each agreed upon meeting.

- Obtains the speaker's bio, picture, topic, and scope of the topic, along with any audio-visual needs of the speaker, and provides the newsletter editor and Chapter Chair with details of the speaker in accordance with publication deadlines.
- Greets the speaker and coordinates introductions and seating. The Chair will introduce the speaker at the chapter meeting.
- Sends a letter of thanks to the speaker (using Chapter ASIS letterhead) with a copy to his/her superior if authorized by the speaker.

WOMEN IN SECURITY COUNCIL

- Represents the Chapter on the ASIS International Women in Security Council.
- Actively seeks to recruit and retain women in security professions as members of the Chapter.
- Recommends women among the membership for leadership roles in the Chapter, as appropriate.
- Coordinates with other committees to ensure the Chapter is meeting or exceeding the needs of the Council.

YOUNG PROFESSIONALS COUNCIL

- Represents the Chapter on the ASIS International Young Professionals Council.
- Actively recruits young professionals in the security industry for membership in the Chapter.
- Seeks to identify and coordinate mentoring opportunities for young professionals in the security industry with chapter membership and leadership.
- Coordinates with other committees to ensure the Chapter is meeting or exceeding the needs of the Council.