

Chapter Executive Committee

The chapter executive committee will be composed of the Chapter Chair, Vice Chair, Secretary, and Treasurer. The chapter executive committee is the governing body which oversees the chapter's smooth operation during and between meetings. In addition to the regular monthly chapter meetings, the chapter executive committee should hold, at a minimum, quarterly meeting for planning purposes and to address any chapter related issues that have arisen since the last meeting.

The chapter executive committee should present a united front to the membership. If a sensitive issue arises, as it will from time to time, and the executive committee has met in private prior to the monthly meeting to determine how to best address the issue, the meeting will not become emotional or get out of hand. Officers will have differences of opinions, but to air their differences before the membership is not recommended. The differences should be aired in private and a single, unified course of action determined.

Chapter Officer Elections

All chapter officers serve a one-year term from 1 January – 31 December. To provide a smooth transition period from one chapter executive committee to another, chapters should hold their annual officer elections prior to 1 November. This will allow the incoming officers time to learn their new roles and become comfortable with their responsibilities prior to the beginning of their term of service.

Chapters are encouraged to set up a succession plan for the four officer positions. A successful chapter succession plan will ensure that individuals stepping into the chapter chair position will have relevant experience serving as a vice chair, secretary, and treasurer. While ASIS policy mandates a one-year term of service for officers, chapters can extend an officer's term of service to a second year, or beyond, if the chapter membership agrees with this practice.

Please refer to Policy and Procedure Section 4009 for all relevant chapter election protocol.

[Policy and Procedure Section 4009: Chapter Officer Nomination & Elections](#)

Annual Chapter Officer Questionnaire

After the election, the chapter will submit the annual Chapter Officer Questionnaire to report the election results to the Regional Vice President and ASIS HQ Staff by 1 December.

Completion and submission of this form is vital to maintaining the following regular chapter operations:

- Official recognition as a chapter volunteer for the current year
- Invitation to January Volunteer Leadership Workshop
- Access to the resources and reporting functions available in the volunteer leader restricted areas of the ASIS Website
- Access to the Regions and Chapters Business Intelligence Tool.
- Access to chapter membership rosters
- Receiving communications from your RVP, ARVPs, and ASIS HQ
- Ensure certified chapter volunteers receive recertification credit for their service

A current version of the chapter officer questionnaire will be distributed to the chapter leadership by 1 November, for the upcoming year. A current version of the questionnaire can also be obtained on the Regions and Chapters page of the ASIS Website. Amended versions of the questionnaire can be submitted throughout the year to notify ASIS HQ of any leadership changes or additional committee chair appointments.

[Chapter Officer Questionnaire](#)

Chapter Committees

Chapters should establish committees to assist the chapter executive committee with the overall operation of the chapter and with the achievement of the established chapter goals. Chapter committee chairs will be appointed by the chapter chair. The chapter may establish additional committees to manage special initiatives. The chapter executive team should always take into consideration the best interest of members, ASIS International, and the profession, when determining to establish a new chapter committee.

Chapter Officer and Committee Chair Position Descriptions

Chapter Chair:

- Guide and direct the major functions of the chapter's operations.
- Preside over all chapter meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Under direction of the RVP 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 RVP/SRVP/ASIS HQ.
- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Ensure compliance with ASIS chapter activity and financial reporting requirements.
- Appoint chapter committee chairs.

Vice Chair:

- Preside over all chapter meetings, functions and events when the chapter chair is not in attendance.

- Use considerable independent judgment in decisions that influence operations at the chapter level to ensure solvency of the chapter and ROI to chapter members.
- Assist the chair in ensuring compliance with ASIS chapter activity and financial reporting requirements.
- Assist the chair with appointment of chapter committee chairs.

Secretary:

- Keep the minutes of all chapter leadership, committee and special meetings.
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence.
- Request from ASIS HQ and maintain chapter membership roster.
- Authorize use and distribution of the chapter membership roster outside of the chapter executive committee.
- Complete and promptly submit monthly reports using the online chapter activity reporting feature.
- Promptly notify ASIS Headquarters of results of the annual election by submitting the Annual Chapter Officer Questionnaire by 1 December.
- 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 of articles and news regarding chapter activities and events to ASIS Dynamics.
- Submits minutes of the chapter meetings to the newsletter or website each month.

Treasurer:

- 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 ASIS International.
- 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 Chair.
- Ensure compliance with all Internal Revenue filing requirements as set forth in ASIS Policy Guide 4015. **(U.S. Chapter's Only)**
- Treasurers for chapters outside the U.S. will ensure compliance with all financial regulations and laws for their specific country and/or locality.
- Ensure that all required annual financial reports are filed with ASIS HQ using the online compliance reporting feature.

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.

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.
- Utilize ASIS International Career Center Website as a resource to assist local members.

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.