



# Chapter Vice Chair Duties and Responsibilities

## **Job Description**

- 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.

## **Tools Required**

- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to online resources and tools available through the ASIS Website.
- 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 data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



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## **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.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter vice chair.
- 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.