

OFFICER RESPONSIBILITIES ASSE HAWAII CHAPTER

President

Term of Office: July 1 - June 30

Provide Leadership to the Chapter organization

- Develop specific goals and coordinate activities of the Chapter before and during the term of office.
- Direct the preparation of the Long Range Plan. Submit to Society headquarters.
- Represent the Chapter on the Regional Operating Committee.
- Preside at regular and special meetings of the Executive Committee and the membership. Prepare agendas for the meetings
- Support and guide the development of Executive Committee Members. Prepare volunteers for assuming a greater role in Chapter Leadership
- Appoint the Nominating Committee and Special Committees as needed. Support committee function
- Represent the Chapter at meetings of other organizations when official representation is of benefit to the society or chapter
- Distribute Society material to the Executive Committee and members as appropriate.
- Submit an annual report of major Chapter activities to the Regional Vice President and the Society's Member Services Department by August 1 of the year ending the term
- Oversee the activities of the following committees: (Scholarship, Governmental Affairs, Bylaws/Planning)
- Delegate responsibilities to appropriate Board members as needed
- Perform other duties as approved by the Executive Committee
- Facilitate an orderly transfer of all records to the succeeding President.
- Establish a Chapter agenda for the year.
- Establish a Chapter communications plan for the year.
- Submit the names of Chapter officers elected for the ensuring year promptly to the Regional Vice President and the Society Secretary.

Qualifications:

- Succeeds from President Elect - two year term

Vice President

Term of Office: July 1 - June 30

Assist the president by supervising Chapter activities

- Preside, in the absence of the President, at the Executive Committee meetings, regular Chapter meetings and any other functions
- Help committee chairpersons understand their objectives, provide them counsel and keep in touch with the progress of the following committee/offices: (Secretary, Treasurer,
- Programs, Professional Development, Awards/Honors)
- Perform other duties as directed by the President and approved by the Executive Committee.
- Facilitate an orderly transfer of all records to the succeeding Vice President
- Preside at Executive Board and Chapter meetings in the absence of the President.

Qualifications:

- Six year commitment, two years as President Elect, two years as President and one year as Past President usually moving on the Delegate.
- The President Elect nominees must also have served previously as either Chapter Secretary, Chapter Treasurer or Member at Large to run for this office.

Secretary

Term of Office: July 1 - June 30

Handle the correspondence and records relating to Chapter administration.

- Record minutes of all Executive Board meetings and review at subsequent meetings.
- Maintain a chronological log of motions made.
- Distribute and review minutes at all Executive Board meetings and forward copies to both the Society's Member Services Department and the Regional Vice President.
- Receive registrations to monthly meetings.
- Document Chapter monthly meeting attendee confirmations and provide copies to the President and Treasurer prior to each meeting.
- Make monthly meeting arrangements with host facilities, including meeting rooms, meals, attendee confirmations, speaker audio visual needs (per the Programs Chairperson), etc.
- Communicate meeting location, time, cost, etc., to Newsletter Editor and Webmaster.
- Maintain permanent Chapter files, including minutes of meetings and other correspondence, for two years.
- Maintain and distribute supplies of Chapter stationery.
- Provide the Membership Chairperson with Chapter Alpha Lists and Monthly Updates supplied by Society headquarters.
- Summarize major Chapter activities for the annual report and forward copies to the Regional Vice President and the Society's Member Services Department.
- Maintain custody of the Chapter Charter.
- Assume duties of the Chapter Treasurer when necessary.
- Perform other duties as directed by the President and approved by the Executive Committee.
- Facilitate an orderly transfer of all records to the succeeding Secretary.

Qualifications:

- Must have held ASSE membership for at least one (1) year prior to election

Treasurer

Term of Office: July 1 - June 30

Handle Chapter financial transactions and establish and monitor the Chapter budget.

- Manage the Chapter's financial affairs in accordance with the Chapter Administration Guide and Chapter Accounting Procedures.
- Audit the previous Chapter year's financial records and obtain sign-offs and approvals from past and present Presidents and past Treasurer.
- Transfer check signature authorizations and money market fund accounts at the beginning of the Chapter year.
- Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee..
- Monitor all National ASSE payment of Chapter dues for the membership.
- Manage Chapter money market and savings account.
- Prepare a monthly Treasurer's report of the Chapter's financial status for the Executive Committee that follows an approved format.
- Maintain a ledger of all Chapter payments and receipts.
- Maintain individual files for bank statements, cancelled checks, paid invoices and vouchers.
- Manage Chapter meeting attendee admission by collecting money and documenting transactions. Maintain program attendance records and perform analysis of trends as directed by the Executive Committee
- Deposit all Chapter income into a bank specified by the Executive Committee and issue payments from that account for all expenditures approved by the Executive Committee.
- Work with the Newsletter Chairperson to recommend advertisement prices to the Executive Committee and assist with the management of advertisers.
- Prepare a budget for the activity year in cooperation with the Executive Committee.
- Maintain Chapter financial records, including past five year copies of Chapter Financial Reports and supporting documents.
- By March 1 of the program year, inform Society headquarters of Chapter dues for the following year.
- Prepare an annual financial report (audited income & expense statement for fiscal year ending June 30) at the close of the Chapter fiscal year for audit by the Executive Committee; forward original audited report to the Society's Accounting Department and a copy to the Regional Vice President by August 1 of the term year.
- Submit any required tax documents to the IRS.
- Assume the duties of the Secretary when necessary.

- Perform other duties as directed by the President and approved by the Executive Committee.
- Facilitate an orderly transfer of all records to the succeeding Treasurer.

Qualifications:

- Must have held ASSE membership for at least one (1) year prior to election.

MEMBER AT LARGE

Term of Office: July 1 - June 30

Appointed position

DELEGATES (one delegate for every 250 members)

Term of Office: July 1 - June 30

Represent Chapter membership to the Society House of Delegates

- Vote on Society issues and provide feedback from the chapter to the Society on issues related to the safety profession
- Communicate with chapter membership to determine overall chapter viewpoint on society issues
- Attend the Society House of Delegates meeting in June
- Appoint proxy to represent the chapter at the Society House of Delegates meeting in June if unable to attend the meeting

Qualifications:

- Must have served as a chapter officer within the past 7 years and held ASSE membership for at least one (1) year prior to election.