# **Council on Region Affairs (CORA)**

# **Vice President Position Description**

**Purpose:** Our Council on Region Affairs is responsible for planning, organizing and managing Society resources to provide programs, procedures and operational support for healthy and effective regions, areas, chapters and sections.

### Key Responsibilities:

* Support and lead regional vice presidents in their role.
* Oversee council operations and standing committees within the council, including appointing committee members.
* Lead the council to ensure that chapters are delivering value to ASSP members, including:
  + Develop and maintain programs to enhance membership recruitment, retention and growth in chapters and sections, including member development and member benefits.
  + Develop and oversee policies and operating procedures for regions, areas, chapters and sections, and the means to evaluate the effectiveness of such units.
  + Mediate and resolve conflicts between chapters involving more than one region.
  + Approve and maintain regional operating procedures.
  + Maintain our Model Chapter Bylaws, Model Section Bylaws, Model Student Section Bylaws and Model Society Section Bylaws.
  + Consider for approval, petitions for the formation of new chapters and motions from regional operating committees (ROCs) to dissolve and rescind chapter charters, following approval by a ROC.
  + Assist and coordinate in the development of student membership and our student sections.
  + Oversee programs, procedures and benefits for students, and encourage student participation and activities.
* Serve on the Congress of Councils, which is made up of the senior vice president (chair) and all other ASSP council vice presidents.

### Support:

* Online training from Society
* Additional training through CORA meetings, [community leader resource center](https://www.assp.org/login?ReturnUrl=%2fcommunity-leader-resources) and other Society events
* Transition meeting with outgoing vice president, region affairs
* Additional support available from senior vice president and staff liaison.

### Benefits:

* Develop transferrable leadership, problem-solving, strategic planning and project management skills.
* Grow professional network and advance the safety profession through mentoring, developing future safety leaders, and ensuring the delivery of member value through ASSP chapters.
* Attend ASSP Leadership Development Experience and Leadership Conference for training and networking.
* Earn professional certification maintenance points.

### Time Commitment:

* Term of office: 3 years, July 1 – June 30
* Average hours per month: 10 to 15 hours, including monthly one-hour CORA virtual meetings. Plus, travel to and attendance at semi-annual ROC meetings, semi-annual, CORA meetings [in conjunction with ASSP’s annual Professional Development Conference (June) and Leadership Conference (October)]

### Qualifications:

* Professional member of ASSP in good standing
* Possess strong leadership, problem-solving, strategic planning and project management skills
* Understand chapter, region and Society structure, strategic direction and operating documents
* Demonstrated ability to develop productive relationships with volunteer leaders, work effectively in a team setting and communicate with diverse audiences
* Able to travel for semiannual ROC meetings and semiannual CORA meetings
* Must have employer support

### Contact:

Staff Liaison: Kim McDowell

Title: Director, Membership & Communities

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The Council on Region Affairs reports to ASSP’s Board of Directors. The vice president, region affairs serves as chair and is elected by ASSP members. Nominations open in July and are due in September. [Society elections](https://www.assp.org/membership/elections) take place each March.