



Area Director

Position Description

Purpose: The area director assists the regional vice president in providing direction to the region and support to chapter leaders within the area in order to create a meaningful and high-quality member experience for chapter members.

Key Responsibilities:

- Provide direction to our chapters that is consistent with the chapter's bylaws as well as the shared chapter value statement, ASSP's strategic plan, the Society's mission and vision statements, and code of professional conduct
- Train incoming chapter officers and area directors to help them understand their obligations and responsibilities
- Help assigned chapters develop chapter programming and operations to improve service to members with diverse needs throughout the chapter territory
- Assist chapter executive committees in the development and execution of operational activities related to succession planning and chapter sustainability
- Maintain a close liaison relationship with assigned chapters through regular (at least quarterly) connection & communication, including conducting chapter visits as assigned
- Review regular reports from chapters (including annual reports & financial statements) and evaluate chapter performance as prescribed by the Council on Region Affairs, the Board of Directors and Society bylaws
- Assist Society staff in following up on required chapter reports as necessary
- Lead all respective area leader meetings and oversee area committees as needed
- Serve as a member of the Regional Operating Committee (ROC), attending all meetings, supporting ROC decisions and representing the ROC to assigned chapters
- Serve as a member of the Regional Nominations & Elections Committee
- Support the region's succession planning efforts through volunteer recruitment, delegation and mentoring, aligning to ASSP's required leadership competencies and commitment to diversity and inclusion
- Serve as an elected ASSP leader, sharing insights and member feedback with the regional vice president and assist in the cascade of information from the Society and the region to chapter leaders as necessary
- Serve as a member of the ASSP Advisory Group
- Serve on appointed region task groups and ad hoc committees as needed





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Support:

- Online training and resources from Society
- Participation in a leadership development experience for newly elected Society leaders
- Additional training through community leader resource center, ROC meetings, and other Society events
- Transition meeting with outgoing area director
- Additional support available from the area director community, regional vice president, Council on Region Affairs and the professional staff team

Benefits:

- Opportunity to develop transferrable leadership, problem-solving, strategic planning, and project management skills
- Opportunity to grow professional network and advance the safety profession through mentoring, developing future safety leaders, and ensuring the delivery of member value through ASSP chapters
- Opportunity to participate 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 per month

Qualifications:

- Member of ASSP in good standing
- Must reside in or be employed in & hold your primary ASSP chapter membership in a chapter in the area
- Must have an understanding of ASSP chapter, region and Society structure, strategic direction and operating documents
- Must meet the Criteria for Candidates for ASSP office as defined in [SOG 6.8](#).
- Must have employer support

Contact

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Area directors are Society elected positions. Nominations open in July and are due in September. Society elections take place each March.

