



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Regional Vice President Position Description

**Purpose:** The regional vice presidents provide leadership, assistance and consultation to area directors and chapter presidents within their respective region. Regional vice presidents chair the regional operating committee (ROCs) and supervise the functions of chapter presidents, area directors, deputy regional vice presidents and assistant regional vice presidents.

### 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 visits, phone calls and correspondence
- Review regular reports from chapters (including annual reports and 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
- Maintain ongoing communication with area directors, chapter presidents and assistant regional vice presidents
- Administer the ROC schedule and preside at a minimum of two ROC meetings each year.
- Conduct election of deputy regional vice presidents and appoint assistant regional vice presidents and other region and committee chairs as necessary
- Review submissions of chapter operations management tool and support council recognition program requirements
- Facilitate region participation in the Leadership Conference, PDC and the House of Delegates meeting
- Lead 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 a member on the Council on Region Affairs (CORA), which aims to provide value to ASSP membership through ASSP chapter communities
- Serve as a senior elected ASSP leader, sharing insights and member feedback with ASSP Board of Directors (through the vice president, regional affairs and senior vice president) and assist in the distribution of information from the Society and the region to chapter leaders as necessary



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## Support:

- Online training from Society
- Participation in a leadership development experience for newly elected regional vice presidents
- Additional training through CORA meetings, [community leader resource center](#), ROC meetings, and other Society events
- Transition meeting with outgoing regional vice president
- Additional support available from CORA and our [Chapter Services 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 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 per month, including monthly one-hour CORA virtual meetings. Plus, travel to and attendance at chapter visits, semiannual ROC meetings, semiannual CORA meetings [in conjunction with ASSP's Annual Professional Development Conference (June) and Leadership Conference (October)] All approved ASSP travel is funded by ASSP following the ASSP travel expense guidelines.

## Qualifications:

- Member of ASSP in good standing
- Must reside in or be employed in and hold your primary ASSP chapter membership in a chapter within the region
- Must have held a leadership position within the region, area or chapter, or another senior leadership position
- 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 chapter visits, semiannual ROC meetings, and semiannual CoRA meetings.
- Must have employer support



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## Contact

Staff Liaison: Kim McDowell

Title: Director, Membership & Communities

E-mail: [kmcdowell@assp.org](mailto:kmcdowell@assp.org)

Phone: 847.768.3420

Regional vice presidents are Society elected positions. Nominations open in July and are due in September. [Society elections](#) take place each March.