

ASSP - NEIL Chapter Officer Positions

President

Term of office: One Year -July 1 to the following June 30.

Qualifications:

- Must be a Professional Member or Member of ASSP and
- Be in good standing for at least one year prior to election.

Responsibilities:

Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.

- Preside at all General Membership, Executive Committee, Board and any Special meetings.
- Call necessary meetings to conduct official Chapter business.
- Oversee meeting organization, speaker and location details.
- Represent the chapter at Regional Operating Committee (ROC) meetings.
- Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter.
- Represent the Chapter as Delegate at the House of Delegates Meeting at the annual PDC.
- Ensure that Chapter Bylaws are reviewed every two years and are consistent with the current Model Chapter Bylaws.
- Appoint committee chairpersons and ensure they follow out their responsibilities.
- Submit an Incoming Chapter Officer and Delegate Report to the Area Director or Regional Vice President and ASSP HQ by **May 31**.
- Submit Dues Report to ASSP HQ by **March 1**.
- Submit a Chapter Operations Management Tool (COMT) summarizing his/her term of office to the area director or regional Vice President and ASSP HQ by June 30.
- Retain custody of the chapter charter.
- Conduct new officer induction ceremony at end of year planning meeting.
- Complete modules of President Training in ASSP's Officer Central: Basic Training - Chapter Operations; Society Overview
- Ensure an orderly transition and transfer all chapter records to the succeeding President.

Peripheral Duties and Suggestions:

- Delegate whenever possible.
- Recognize officers, volunteers and members for their participation.
- Conduct meetings to allow time for networking as well as adequate time for a speaker.
- Distribute information from National, Regional or Area meetings to the membership as necessary.

President-Elect

Term of office: One Year -July 1 to the following June 30.

Qualifications:

- Must be a Professional Member or Member of ASSP and
- Be in good standing for at least one year prior to election.

Responsibilities:

- Attend all general member and Board meetings.
- In the absence of the President, serve as the Acting President.
- Supervise the activities of all committees.
- Assist the President with overseeing meeting organization, speaker and location details.
- Perform other duties as assigned by the President or Executive Committee.
- Attend ROC meetings, as needed.
- Attend the annual ASSP Leadership Conference.
- Start planning the upcoming chapter year by January of the President-Elect year.
- Assist the President in completing the Chapter Operations Management Tool (COMT) and Bylaws review.
- Update the chapter's three-year long-range plan and coordinate activities to achieve the plan's goals – Submitted to the Regional Vice President (RVP) upon assuming Presidency by **August 15th**
- Audit the year-end financial report before it is submitted to ASSP HQ by **May 31st**.
- Complete modules of President-Elect Training in ASSP's Officer Central.

Secretary

Term of office: Two Years -Beginning July 1 to the 2nd year on June 30.

Qualifications:

- Must be a Professional Member or Member of ASSP and
- Be in good standing for at least one year prior to election.

Responsibilities:

- Attend all general member and Board meetings.
- Maintain and retain all chapter files, including minutes and correspondence, for at least two years
- Record and make available minutes of Chapter Board meetings.
- After Executive Committee has voted to approve the minutes they shall be posted on the Chapter web site for permanent documentation.
- Print nametags for those attending.
- Assist President in completing the Chapter Operations Management Tool (COMT).
- Assume Chapter Treasurer duties if necessary, until the President, with the approval of the Executive Committee, has appointed a replacement.
- Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - Secretary
- Ensure orderly transition and transfer of records to succeeding Secretary. Use SmarterEmail Professional 13.0 for electronic file storage.
<https://smaill.ASSP.org/>

Treasurer

Term of office: Two Years - Beginning July 1 to the 2nd year on June 30.

Qualifications:

- Must be a Professional Member or Member of ASSP and
- Be in good standing for at least one year prior to election.

Responsibilities:

Attend all general member and Board meetings.

Complete the modules of Treasurer training at Officer Central on ASSP's website.

Manage Resources:

- Supervise the receipt and disbursement of funds*.
- Establish and manage funds in an approved depository*.
- Prepare chapter operating budget for the fiscal year (April 1 – March 31)
- Share opinions on the chapter financial position as an elected officer.
- Present reports regarding current and long-term chapter finances to the Chapter Executive Committee.
- Issue monthly treasurer reports to the Executive Committee.
- Attend meetings involving fees to be disbursed or collected by the chapter and provide receipts to paying members.
- Witness the annual audit performed on the chapter financial records by the Audit Chair/President Elect.
- Assume the duties of Secretary, if necessary, until the President, with the approval of the Executive Committee, has appointed a replacement.

Maintain and Update Records:

- Obtain signature cards for incoming officers and return to the bank*.
- Transfer financial records from outgoing Treasurer to incoming Treasurer*.
- Maintain current year financial records.*
- Archive and maintain chapter/conference financial records for the past seven years.*
- Retain files of bank statements, canceled checks, invoices and vouchers.*
- Keep and update a ledger of payments and receipts.*
- Deposit chapter/conference funds.*
- Advise the President as to the need for Chapter dues increase by **January 1** of each year.
- Prepare the Annual Financial Report and send to ASSP HQ by **May 31**
- Prepare IRS Form 990EX and/or 990 EZ, if necessary and send a copy to ASSP HQ by **May 31**.
- Retain attendance records for chapter meetings.

The Treasurer of NEIL is also the Treasurer for the Chicagoland Safety, Health & Environmental Conference (CSHE). This is a separate bank account in which the position reports to the CSHE Chairs and committee. Duties include items with

Please Note: It is recommended that the Regional Vice President (RVP) approve contractual obligations in excess of \$1,500.

Past President

Term of office: One Year -July 1 to the following June 30.

Responsibilities:

- Assist the current president with historical procedure and information.
- Chair the Nominations Committee by recruiting volunteers to run for office and giving the names to the Board by the February meeting. The nominations must be announced to the members 30 days before the election held in April.
- Conduct the Officer Elections at the April meeting and conduct elections at any special elections for vacancies.
- Represent the chapter at the House of Delegates meeting at the annual PDC.

Chair Positions

Term of office: One Year -July 1 to the following June 30.

Appointed by the President.

Qualifications:

- Must have been an ASSP member in good standing for at least one year prior to election
- Can be a Professional Member, Member or Associate Member of ASSP

Responsibilities:

Complete any applicable training modules at Officer Central on ASSP's website.

Awards & Honors

- Promote, gather nominations and conduct a vote for all awards including but not limited to:
 - Chapter, Regional, and National Safety Professional of the Year (SPY),
 - ASSP Fellow Award
 - Any other Chapter recognition as deemed appropriate by the Board.
- Purchase or coordinate the purchase of gifts and awards with the Treasurer. This includes gifts for Past Officers, Chairs and speaker gifts.

Chicagoland Safety, Health, Environmental Conference (CSHEC)

- Attend all meetings for the planning of the Chicagoland Safety Conference.
- Keep the President and Board apprised on planning status and financial status.
- Inform the President if there is a need for additional volunteers from the NEIL chapter to assist with the planning or day of conference events.
- Report at the end of the conference on successes and failures of the past conference.
- Make a motion to the NEIL Board to participate or not in the next year's conference.
- Represent the chapter and participate per the guidelines outlined in the conference memo of understanding.

Scholarships & Grants

- Promote, gather applications and conduct vote on recipient of the NIU grants (1-\$1,000 grants from NEIL). Grant applications due Dec. 1st
- Inform the Officers of the recipients of NIU grants.
- Coordinate with Treasure for grant recipients to receive award.
- Work with ASSP Foundation on **Northeastern Illinois Chapter Scholarship**: One award @ \$2,500 for students pursuing an undergraduate or graduate degree in occupational safety & health or a closely related field. Students that attend school in the northeastern Illinois region, described as the area north of I-74 and bound by Wisconsin, Indiana and Iowa borders, will have priority on this award
- Inform the Officers and Board of recipient of NEIL Scholarship.

Membership

- Work on membership recruitment and retention.
- Keep an up-to-date membership roster and bring copies to all member meetings and board meetings.
- Inform the Board and members on ASSP membership campaigns.
- Welcome new members and offer them “1st free lunch meeting” Notify the Newsletter Chair on new members for announcement in Newsletter
- Contact or organize a joint Board effort to contact members whose membership has lapsed.
- Attend Membership Chair training at Officer Central at ASSP’s website.

Newsletter

- Publish a newsletter for every Chapter meeting with includes:
 - Meeting announcements
 - Arrives at least 7 calendar days before the meeting
 - Accurate spelling, punctuation, grammar, and reasonable lack of typographical errors
 - Attractively printed or produced electronically or online
 - Additional information can include: Chapter Activities, Officer and Chair contacts, awards and honors, membership campaigns, governmental affairs, graphics, pictures, upcoming PDC, and/or membership surveys
- Inform the Board of the publication date and ask for contributions.
- The Board or at least the Officers should have an opportunity to review the Newsletter for accuracy 3 days prior to publication.

Public Relations/Marketing

- Organize and promote events with the public (i.e.: City Council, High School Career Nights, etc.).
- Take the ASSP booth and/or promotional literature to local events.
- Submit Chapter events to local media.
- Submit Chapter events to the Newsletter Chair and to other chapters
- Contact on Chapter web page for general information.

Web Master

- Edit the NEIL Chapter web page.
- Network and post job opportunities for NEIL members.
- Keep “jobs” page up to date by contacting employers to see if job should continue to be posted or removed.
- Keep all pages up to date.
- Collect information from the Board and Officers to keep the page up to date.
- Send reservation names/headcount for meetings to Board members.
- The web page should contain at a minimum the following:
 - Contacts – Officers and Chairs
 - Newsletters
 - Schedule of Events
 - Meeting Minutes
 - Chapter Activities
 - Bylaws
 - Job opportunities
 - Link to ASSP, NEIL Student Chapter and other important web sites

NIU Student Section

- Attend meetings at NIU and/or keep in contact with the NIU Student Section.
- Assist the Section with finding members to speak at meetings and interact with the students.
- Assist with planning and coordination of annual Student Day Events, and attend same where possible.
- Assist with planning and coordination of student attendance/participation at the annual Future Safety Leaders Conference, and the annual Chicagoland SHE Conference.
- Inform the Board of NIU Student Section activities.
- Coordinate internships and other activities with the chapter members.

- Promote the available scholarships and grants to students.

Last Revised: April 2, 2019