

Chapter Officers- Terms & Responsibilities

Policy 4006

Policy 4006: Officers-Terms and Responsibilities

- I. ASIS chapter officers will be Chair, Vice Chair, Secretary and Treasurer. Each officer will be elected at the chapter annual business meeting.
 - A. The Chapter Chair will have the general charge and supervision of the activities of the chapter.
 - B. The Vice Chair may be delegated by the Chair to perform duties in the event of his/her temporary disability or absence from meetings, and the assist the Chair in such other ways as he/she may designate or request.
 - C. The Secretary will be responsible for documenting the votes and minutes of all proceedings. The Secretary will distribute notices of all chapter meetings.
 - D. The Treasurer will oversee the financial affairs of the chapter. In the absence of the Treasurer from any meeting of the chapter, the duties of that office will be performed by the Chair or his/her designee.
 - E. In consultation with the SRVP and RVP, the officers will create a succession plan to ensure chapter success.
- II. Officers will serve from 1 January following their election until 31 December, or until their successors have been installed, if this occurs after 31 December.
- III. All officers are eligible to serve a 3-year term with the ability to serve an additional 3-year term. An officer may not serve more than 6 years consecutively.
- IV. A chapter may determine a “term” may be less than three years, but all other policies apply.
- V. No officer shall serve for more than two consecutive 3-year full terms. Having served as an officer for the maximum of two consecutive 3-year full terms, a member may not serve as an officer again for at least one year.
- VI. In the event an officer, for the good of the chapter or to continue operations must serve terms in excess of the two consecutive full terms aforementioned, the SRVP may petition for an exemption with the President/Elect for approval by the President.
- VII. Any chapter officer may be removed from office for cause by the joint agreement of the SRVP and RVP, the ASIS Global Board Executive Committee or by the ASIS Global Board of Directors.
- VIII. If a vacancy occurs in the office of Chair, it will be filled by the Vice Chair. If a vacancy occurs in any other office, the expired term shall be filled by appointment by the Chapter Chair. If multiple vacancies occur, the remaining

chapter officers will meet with the RVP to determine how to fill the vacancies for the current year.

- IX. Chapter officers will report to and take direction from the SRVP and/or directly from the RVP, both of which are appointed by the President for the designated regional area in which the chapter is geographically located.

References

Policies and Procedures 3000, 4000, 4005 and 4011

Revised August 2019; approved by the ASIS Board of Directors 28 August 2019

Revised December 2008

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- I. It is the responsibility of the Chapter Chair to:
 - A. Appoint committee chairs of other committees immediately after assuming office as follows:
 1. Appoint one member to be Program Committee Chair.
 2. Appoint one member to be Membership Committee Chair. This appointee in turn is responsible for chapter membership promotion and handling inquiries concerning membership.
 3. Appoint one member to be Finance Committee Chair.
 4. Appoint other committee chairs as deemed appropriate.
 - B. Preside at all meetings. In his/her absence, the Vice Chair shall preside. If neither is present, those members present may designate another officer or member to preside at the meeting.
 - C. Designate the time, place, and agenda of all meetings. The agenda should include, in addition to matters that pertain to the affairs of the local chapter, the reading and discussion of ASIS matters submitted by the headquarters office.
 - D. Verify the Secretary submits the required reports in a timely manner. Ensure RVP receives these reports.
 - E. Appoint a Chapter Finance Committee to oversee, review and guide the accounting practices and records of the chapter. The committee will:
 1. Assist the Treasurer and chapter officers in the establishment of accounting policies and internal controls.
 2. Periodically review compliance of chapter accounting policies and internal controls.
 3. Ensure the chapter issues financial statement and reports in a timely manner and that proper records are maintained.
 4. Review records of cash receipts and disbursements at least every six months.
 5. Perform an annual financial review at the end of each calendar year.
- II. It is the responsibility of the Secretary to:
 - A. Keep the minutes of all chapter leadership, committee and special meetings.
 - B. Maintain all official chapter records, including newsletters, and other official correspondence.
 - C. Complete and promptly submit monthly reports to the designated recipients.
 - D. Promptly notify ASIS Headquarters of results of the annual election.
 - E. Ensure all necessary correspondence representing the chapter is handled

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in a timely manner.

F. Perform other duties as the office may require.

III. It is the responsibility of the Chapter Treasurer to:

- A. Maintain chapter financial records and submit financial reports.
- B. Safeguard chapter receipts and ensure prompt deposits are made with bank.
- C. Disburse funds as approved by chapter officers.
- D. Work with chapter officers and other members to develop annual budget and support business plan.
- E. Manage banking relationship and ensure monthly reconciliation of bank account.
- F. Oversee annual regulatory and tax filings.

References

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