



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Secretary

Purpose: The chapter secretary ensures the chapter's ability to provide continuity of a quality member experience by maintaining the chapter's historical records

Key Responsibilities:

- Maintain and retain all chapter files, including minutes and correspondence, according to the chapter document retention guidelines
- Ensure that members receive timely and effective notices of all chapter meetings and functions
- Attend chapter general membership and Executive Committee meetings
- Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers
- Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter and other publications) in partnership with chapter communications chair and/or other chapter volunteers as applicable
- Assist chapter president in completing reports
- Assume duties of chapter treasurer when necessary

Support:

- Online training from ASSP is required before taking office
- Community Leader Resources section of the website
- ASSP Community Chapter & Section Leader Group
- Transition meeting with outgoing chapter secretary
- Additional support available from chapter president and [ASSP Chapter Services](#)

Benefits:

- Opportunity to develop transferrable leadership, recordkeeping and communication skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: up to 8 hours

Qualifications:

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences
- Employer support is helpful

Specific Duties:

- Complete officer training in Community Leader Resources:
 1. Chapter operations
 2. Society overview
 3. Secretary
 4. ASSP Code of Professional Conduct
 5. Chapter rosters
- Recommend completion additional officer training modules:
 1. Membership recruitment
 2. Membership retention
 3. Succession Planning
- Maintain chapter meeting attendance and record into the Chapter Operations Management Tool (COMT)
- Retain custody of the chapter charter, affiliate agreement, incorporation papers and other official documents
- Monitor all deadlines to ensure compliance with chapter charter
- Ensure orderly transition and transfer of duties and records to succeeding chapter secretary
- [additional chapter-specific duties]