



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

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 the chapters that is consistent with the chapter's bylaws as well as the shared chapter value statement, the region's strategic priorities, and the Society's Mission and Vision Statements, goals, and code of professional conduct
- Train incoming chapter officers and assist them in understanding their obligations and responsibilities
- Assist assigned chapters in the development of 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 strategic 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
- 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 Regional Nominations & Elections Committee
- Support the region's succession planning efforts through volunteer recruitment, delegation, and mentoring
- Serve on appointed region task groups and ad hoc committees as required

Support:

- Online training from Society - required before taking office
- Additional training through Officer Central, ROC meetings, and other Society events
- Transition meeting with outgoing Area Director
- Additional support available from Area Director community, Regional Vice President, Council on Region Affairs, and Chapter Services at chapterservices@assp.org

Benefits:

- Opportunity to develop transferrable leadership, problem-solving, strategic planning, and project management skills



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- 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 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: Up to 10-15 hours per month, plus travel to and attendance at biennial chapter visits and semi-annual AOC / ROC meetings

Qualifications:

- Must be Professional Member of ASSP in good standing
- Must have strong leadership, problem-solving, strategic planning, and project management skills
- Must have an understanding of chapter, region, and Society structure, strategic direction, and operating documents
- Must have ability to develop productive relationships with volunteer leaders, work effectively in a team setting, and communicate with diverse audiences
- Must have ability to travel for chapter visits and semi-annual AOC / ROC meetings
- Helpful to have employer support

Specific Duties:

- Complete 6 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Regional Training – Area Director
- Provide reports to the Regional Vice President as requested
- Assist in the distribution of information from the Society, the region, and/or the area to chapter leaders as necessary
- Ensure orderly transition and transfer all duties and records to succeeding Area Director