

Area Director

Responsibilities and Accountabilities

Area Directors shall:

- Work to advance the safety profession.
- Work to improve the member experience.
- Work to grow membership.
- Work to add value to membership in ASSE.

Area Directors provide leadership, assistance and consultation to Chapter Presidents within their respective Region and help support the Regional Vice President in leading the Region. Area Directors sit on Regional Operating Committee (ROC) and may serve as committee chairs as appointed by the Regional Vice President.

Functions include:

- Maintains ongoing communication with Regional Vice President and Area Directors in their Region and Chapter Presidents within their Area.
- Assures that expected levels of participation are achieved and that all activities, including documentation, are accomplished.
- Maintains a close liaison relationship with assigned Chapters through regular visits, phone calls and correspondence.
- Is responsible for the orderly and effective operation of assigned Chapters under their individual Bylaws. Assures that Chapter Bylaws are in harmony with Society and Model Chapter Bylaws.
- Receives regular reports from Chapters (including annual reports and financial statements) and evaluates Chapter performance as prescribed by CoRA, the Board of Directors or Society Bylaws. Assists Headquarters staff, as necessary, in following up on required Chapter reports.
- Trains incoming Chapter officers and assists them in understanding their obligations and responsibilities.
- Serves as a member of the Regional Nominations Committee.
- Coordinates optional Area activities through assigned Chapters (i.e., joint Chapter conferences, etc).
- Participates in the Regional Operating Committee meetings, a minimum of two each year.

B. Organizational Relationships

- Reports Regional Vice President
- Serves on Regional committees and task forces as appointed