

## **REGIONAL VICE PRESIDENT**

### **Responsibilities and Accountabilities**

Regional Vice Presidents 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.

Regional Vice Presidents provide leadership, assistance and consultation to Area Directors and Chapter Presidents within their respective Region. Regional Vice Presidents chair the Regional Operating Committee (ROC) and supervise the functions of Chapter Presidents, Area Directors, Deputy Regional Vice Presidents, and Assistant Regional Vice Presidents.

Functions include:

- Maintains ongoing communication with Area Directors, Chapter Presidents and Assistant Regional Vice Presidents.
- Assures that expected levels of participation are achieved and that all activities, including documentation, are accomplished.
- Attends meetings and conducts periodic visits, assuring that each chapter is visited every two years.
- Evaluates Area Director and Chapter President performance.
- Assures the collection of chapter annual reports including officers, financial, annual performance and IRS filing.
- Administers the ROC Schedule and presides at Regional Operating Committee meetings, a minimum of two each year.
- Conducts election of Deputy Regional Vice Presidents and appoints Assistant Regional Vice Presidents and other region, committee chairs as necessary
- Review submissions of Chapter operations management tool and supports council recognition program requirements.
- Ensures annual updating of the Region Strategic plan
- Facilitates region participation in the Leadership Conference, PDC and the House of Delegates meeting.

### **B. Organizational Relationships**

- Reports to the Vice President, Region Affairs
- Member, Council on Region Affairs
- Member, House of Delegates
- Chair of the Regional Operating Committee
- Serves on Society or Council committees and task forces as appointed