



## Leadership Institute, Educational Program

### Chapter Chairman

By  
**Chris M. Wright, CPP**  
Regional Vice President, Region III

#### **Job Description**

- Preside over all chapter meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Under direction of the Regional Vice President and the Board of Directors, performs a wide range of management functions as required to meet the goals and objectives of the chapter and the organization.
- Reporting link between the chapter and the Regional Vice President.
- Uses considerable independent judgment in decisions that influence operations at the chapter level to insure solvency of the chapter and ROI to chapter members.

#### **Tools Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.



### **Skill Sets Required**

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.
- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter vice chairman.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



## Leadership Institute, Educational Program

### Chapter Vice Chairman

By  
**Allan Wick, CPP**  
**Senior Regional Vice President, Chapter Internet Development**

#### **Job Description**

- Preside over all chapter meetings, functions and events when the chapter chairman is not in attendance.
- Uses considerable independent judgment in decisions that influence operations at the chapter level to insure solvency of the chapter and ROI to chapter members.

#### **Tools Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.

#### **Skill Sets Required**

- Maintaining order in an environment of changing priorities.
- Ability to be diplomatic with a variety of individuals with various management and business positions and titles.



- Ability to use persuasion and negotiation to resolve conflicts and problems.
- Leadership skills.
- Self-starter and self-motivation traits.
- Good organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter secretary.
- Knowledge of ASIS International organization.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



## Leadership Institute, Educational Program

### Chapter Secretary

By  
**Chris M. Wright, CPP**  
Regional Vice President, Region III

#### **Job Description**

- Keep the minutes of all chapter leadership, committee and special meetings.
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence.
- Complete and promptly submit monthly reports to the designated recipients.
- Promptly notify ASIS Headquarters of results of the annual election.
- Insure all necessary correspondence representing the chapter is handled in a timely manner, including, but not limited to Thank You notes to speakers, presenters, special assistance.
- Submission to ASIS International magazines articles regarding chapter activities and events.
- Submits minutes of the chapter meetings to the newsletter each month.

#### **Tools Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment, especially word processor and access to the Internet.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.



### **Skill Sets Required**

- Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy.
- Take responsibility for the compilation and organization of reports and archive information pertaining to the chapter.
- Computer skills and the use of standard communication software and use of the internet.
- Strong writing capabilities for letters, reports, minutes.
- Composing correspondence on own initiative. Ability to take simple notes during meetings.
- Experience in proofreading, statistical and record keeping principles and procedures
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Strong English usage, grammar, spelling and punctuation; modern office methods and procedures.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.



## Leadership Institute, Educational Program

### Chapter Treasurer

By  
**Scott Dunlop, CPP**  
Regional Vice President, Region XII

#### **Job Description**

- Receive at all chapter functions and deposit, in an account in the name of the chapter, all monies, securities, funds, and monetary credits of or on behalf of the chapter.
- Receive and safeguard all property and other physical assets owned by the chapter.
- Keep regular accounts of all receipts and disbursements in suitable books provided for that purpose. The records should be available for inspection by all officers and chapter members in good standing, and duly authorized representatives of the Society.
- Disburse chapter funds upon approval and direction of the Chapter executive committee.
- Report on the financial status of the chapter at chapter meetings as requested by the Chapter Chairman.
- Forward financial status information in a timely manner to the Chapter Secretary for inclusion in the monthly Chapter Activity Report.
- Adhere to any and all Internal Revenue filing requirements as set forth in ASIS Policy Guide 4015.

#### **Tool Sets Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to computers and related equipment, especially word processor and accounting software.



- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Chapter checkbook register.
- Receipt book.
- Sign-in sheets.
- Name badges (if designated to issue)
- Suitable storage area to secure chapter assets

### **Skill Sets Required**

- Honesty.
- Reliability – willingness to consistently attend all chapter functions.
- Organizational skills.
- Ability to understand and follow basic accounting principles.
- Computer skills and the use of standard accounting software and use of the internet.
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Knowledge of ASIS International organization.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.





## Leadership Institute, Educational Program

### Senior Regional Vice President (SRVP)

By

**Scott Dunlop, CPP, Senior Regional Vice President, Group 5**  
**Paul Allena, CPP, Senior Regional Vice President, Group 6**

- Review Regional Vice President's (RVP) annual business plans within the group and ensure they are prepared in accordance with ASIS' Strategic Plan and submitted by provided deadlines. Facilitate strategic planning for assigned regions.
- Supervise ad hoc committees associated with chapter and regional issues as directed by the President.
- Attend all meetings of the RVP's called by the President or Treasurer including meetings of the RVP's at the January, June and September meetings.
- Provide counsel and assistance to the Treasurer relating to all RVP's within their group.
- Provide input to the Treasurer on the reorganization of existing, establishment of new, and deletion of existing RVP's within their group.
- Assist in the training of RVP, such as orientation, strategic planning, succession planning, leadership, policies and procedures, and development of effective educational programs.
- Represent the President, Executive Committee, or Board of Directors when specifically requested or delegated to do so.
- Implement ASIS International goals within the group and assist group RVP's to establish regional goals.
- Initiate approved regional conferences for the purpose of education, information or edification of the membership.
- Increase cooperation of efforts between the RVP's within their group and with other SRVP's as well.
- Communicate significant requests and recommendations from group RVP's to the appropriate ASIS leadership.
- Provide assistance, guidance, advice and mentor group RVP's.
- Facilitate, monitor, and evaluate the performance of their group RVP's and inform the Treasurer regarding the major success or deficiencies of each RVP.
- Review reports, correspondence, fiscal matters, and recommendations made by RVP's to assure compliance with policies and to make appropriate responses to these matters.



- Advise the Treasurer regarding revocation of any chapter's charter.
- Promote opportunities for members to serve in ASIS leadership positions.
- Identify potential future RVP's and render appointment/re-appointment advice to the President or President-Elect.
- Direct and delegate supporting activities to RVP's to accomplish established goals within the group.
- Advise and assist with the planning and conduct of leadership training sessions, workshops, and succession planning within assigned regions.
- Furnish quarterly written reports and oral as required to the Treasurer concerning the completion or status of established annual goals, issues of conflict, potential opportunities, and related strategic or tactical level recommendations to improve RVP performance within the group.
- Facilitate networking and the open exchange of useful information and best practices between RVP's and subordinate leaders within the group.
- Ensure group RVP's fulfill all relevant ASIS policies, procedures, and reporting requirements in a timely and responsible manner.
- Report region-level problems or requests for assistance to the Treasurer and/or other headquarters personnel as may be appropriate.
- Based on input from the RVP's, advise the Treasurer of any viable candidates to run for election to the Board of Directors.
- Represent the views of the members and regions in the group to the President, Executive Committee, Board of Directors, and Executive Director, as may be appropriate.
- Actively and aggressively promote the ASIS Foundation and Certification programs within the regions through the group RVP's.

### **Tool Sets Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Regional membership listings and information.
- Access to computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.



## **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past ASIS volunteer leadership experience, preferably as a regional vice president.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Tact and diplomacy to effectively influence the broad cross-section of membership.
- Tact and diplomacy to effectively influence the diverse membership.
- Prior experience and good general knowledge of chapter/regional operations and Society bylaws, policies, and procedures.



## Leadership Institute, Educational Program

### Regional Vice President

By  
**Scott Dunlop, CPP**  
**Regional Vice President, Region XII**

#### **Job Description**

- Initiate and conduct at least one yearly Leadership Training Session for chapter officers, committee members, or other members being mentored for future leadership positions.
- Visit and/or communicate with the chapters within the region, as often as practical and necessary to facilitate open communications, assess the strengths and weaknesses of the chapter, and to offer guidance and best practices to improve chapter operations.
- Act as a two-way conduit of information between ASIS headquarters and the general membership/leaders at the chapter level.
- Facilitate networking and the open exchange of useful information between chapters in the rest of the region.
- Identify and mentor future RVP's, ARVP's, and chapter leaders within the region.
- Furnish written and oral reports as required to the ASIS Vice President concerning the status, development, and internal operation of chapters within the region.
- Review reports, correspondence, fiscal matters, and recommendations made by chapters to assure compliance with policies and to make appropriate responses to these matters.
- Communicate and assist chapters with the implementation of Society goals and initiatives. Assist chapters to develop and implement individual chapter goals.
- Promote the organization of new chapters where appropriate, and increase membership and participation in general.
- Upon approval by the President and Executive Director, initiate all regional workshops, seminars, or educational meetings. Assist chapter sponsored events by encouraging cross-participation and assistance from other chapters within the region.
- Report region and chapter-level problems or requests for assistance to the Vice President and/or other headquarters personnel as may be appropriate.



- Represent the President, Vice President, or Board of Directors when specifically requested or delegated to do so.
- Represent the views of the members and chapters in the region to the President, Vice President, Board of Directors, and Executive Director, as may be appropriate.
- Recommend to the Vice President any viable candidates to run for election to the Board of Directors. Recommend deserving chapters for awards and recognition as deemed appropriate.
- Direct and delegate supporting activities to Assistant RVP's to accomplish established goals within the region.

### **Tool Sets Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Regional membership listings and information.
- Access to Computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
  - Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.

### **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
  - Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter chairman.



- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Tact and diplomacy to effectively influence the broad cross-section of membership.
- Prior experience and good general knowledge of chapter operations and Society bylaws, policies, and procedures.



## Leadership Institute, Educational Program

### ASSISTANT REGIONAL VICE PRESIDENT

By  
**Patrick C Bishop, CPP**  
**Assistant Regional Vice President, Region L (EAST)**

#### **Job Description**

- Reports to the Regional Vice President (RVP).
- Promotes the welfare, growth, professional image and influence of ASIS International within his/her geographic Region or Function.
- Attend minimally once per year Chapter meetings in his/her area of responsibility.
- Provides monthly reports on Chapter activities that required ARVP involvement.
- Represents the RVP when delegated to on special occasions.
- Provides training to newly elected Chapter officers and committee chairmen.
- Represents the views of the members and Chapter executive committee to the RVP within delegated area of responsibility.
- Provides leadership incentive and advice on award criteria and submissions.
- Attends annual leadership meetings at least once per year.
- Installs newly elected Chapter officers within area of responsibility.

#### **Tool Sets Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Regional membership listings and information.
- Access to Computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.



- Records management tool, either manual or automated, to maintain files related to each chapter in the region.
  - Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.

### **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
  - Past ASIS volunteer leadership experience at the chapter level, preferably at least chapter chairman.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
  - Tact and diplomacy to effectively influence the broad cross-section of membership.
  - Prior experience and good general knowledge of chapter operations and Society bylaws, policies, and procedures.





## Leadership Institute, Educational Program

### Committee/Council Chairman

By

**JAMES T. ROBERTS, JR, CPP**  
**PAST HEALTHCARE SERVICES COMMITTEE CHAIRMAN**  
**LAW ENFORCEMENT LIAISON COUNCIL MEMBER**

#### **Job Description**

In conjunction with committee/council members:

- Utilize ASIS Committee/Council Handbook
- Lead committee/council members in the completion of goals and objectives
- Select and maintain active and competent membership
- Develop annual business plan
- Develop and submit budget for approval, if required
- Conduct a minimum of two meetings annually
- Submit minutes for all meetings
- Initiate, analyze and utilize surveys and studies
- Create and submit handouts, articles and other publication information
- Identify, organize and present seminar programs and workshops
- Prepare Certified Protection Professional Examination questions
- Conduct an annual self-evaluation of committee/council goals and objectives
- Provide interim and final reports to ASIS designated leadership
- Submit recommendations for changes to committee/council functions

#### **Tool Sets Required**

- Standing Council/Committee Handbook
- ASIS Policy Guide
- ASIS Procedure Guide
- Updated ASIS President's Vision and Mission Statement
- ASIS Functional Area publications



## **Skill Sets Required**

- Leadership skills
- Self-starter and Motivation traits
- Organization skills
- Oral and written communication skills
- Delegation skills
- Recognized professional competence in field
- Specialized management experience
- Past ASIS volunteer leadership experience



## Leadership Institute, Educational Program

### Council Vice President

By  
**Jon C. Paul, CPP**

#### **Job Description**

- Provides general oversight and support assistance to assigned ASIS Councils.
- Reports to ASIS Secretary.
- Provides specific support assistance, as requested, to assigned Councils.
- Receives/maintains rosters of all assigned Councils.
- Receives notices and reports of all assigned Councils' meetings; attends such meetings as invited and/or possible.
- In the absence of Council Chairman, attends special meetings with ASIS Executive Committee and/or Board of Directors.
- Receives copies of all correspondence and communications pertinent to assigned Councils' affairs.
- Receives/reviews reports on assigned Councils' activities and accomplishments as follows:
  - Assigned Councils' goals and objectives, by February 15 of each year
  - 3 interim reports, by March 31, June 30 and September 30 of each year
  - Final report, by November 30 of each year
  - Provides copies of assigned Councils' final reports, along with a final evaluation of each Councils' activities and accomplishments, to the ASIS Secretary.
- Provides annual evaluation of assigned Councils, along with any recommendations about the Councils, and recommendations for Council Chairmen and designated alternates for the following year, by September 1 of each year.

#### **Tool Sets Required**

- Council/Committee Handbook.
- ASIS Policy & Procedure Guide.



- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Access to Computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to assigned Councils.
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of assigned Councils.

### **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Recognized professional competence in field.
- Specialized management experience.
- Past ASIS volunteer leadership experience.
- Knowledge of and credibility within ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.

*Created by Jon C. Paul, CPP.* Jon has served the Society for many years, currently as Law Enforcement Liaison Committee Chairman and Legislative Liaison Committee Chairman, Greater Milwaukee Chapter; and as ARVP for CPP Coordination Region VIII. He has also served as a Regional Vice President; President, Professional Certification Board; and Member, ASIS International Board of Directors.



## Leadership Institute, Educational Program

### Professional Certification Board Member

By  
**Linda Kirksey, CPP**  
**Professional Certification Board Member**

#### **Job Description**

- Manage the certification programs by assuring that standards are developed and maintained, quality assurance is in place and that the test accurately reflects the duties and responsibilities of security professionals in the areas of security management, investigations and physical security.
- Identify and mentor future certification Board members.
- Communicate and assist chapters with implementation of certification study groups to offer guidance and best practices to improve chapter operations.
- Visit chapters and represent the board at local meetings and chapter-supported events.
- Manage Area Certification Coordinators (formerly ARVP's for Certification), who act as a liaison between the PCB and Chapters.
- Act as a two-way conduit of information between ASIS Headquarters and certification chairperson/general membership at the chapter level.
- Oversee award programs for certification.
- Recommend and oversee certification materials for the web site.
- Produce Volunteer Leadership Bulletins for certification.
- Develop and oversee quality continuing education programs for the annual seminar and exhibits.
- Work with marketing to effectively market and publicize certification.



- Analyze trends and make recommendations on future certifications.
- Interact with councils on certification matters.
- Interact with the ASIS Board on certification matters.

### **Tool Sets Required**

- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Policies and Procedures for PCB
- Access to Computers and related equipment.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to assigned Councils.

### **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Recognized professional competence in field.
- Certified as a CPP.
- Knowledge of and credibility within ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.



## Leadership Institute, Educational Program

### Awards Committee

By  
**James J. Healey, CPP**

#### **Job Description**

- Attend all meetings of the Awards Committee at the January, June and September Leadership meetings.
- At the January meeting, judge and recommend to the President the winners of :
  - The I. B. Hale Chapter of the Year, by Group.
  - Chapter Newsletter of the Year, by Group.
  - Chapter Website of the Year, by Group.
  - The Patricia C. Manion International Chapter of the Year.
- At the June Leadership meeting review and make recommendation to the President for the winner of the E. J. Criscuoli Volunteer Leadership Award.
- From July to December review Web Sites for judging at the January meeting, as assigned.
- Participate in conference call meetings as required.
- Perform duties as assigned by the Awards Committee Chairman.
- To recommend to the Board of Directors changes in award criteria and, when appropriate, the creation of new awards.
- To foster growth and recognition of ASIS and its members by developing criteria for chapter, regional, and international awards.

#### **Tool Sets Required**

- Chapter Handbook.
- ASIS Policy & Procedure Guide.
- ASIS President's Vision and Mission Statement.
- ASIS Functional Area publications.
- Society, Region and Chapter reference manuals and materials.
- Access to Computers and related equipment.



- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain files related to each chapter in the region
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned chapter in the region.
- Knowledge of the judging criteria for all awards.

### **Skill Sets Required**

- Leadership skills.
- Self-starter and self-motivation traits.
- Organization skills.
- Good oral and written communication skills
- Ability to delegate effectively.
- Specialized management experience.
- Past or present ASIS volunteer leadership experience, preferably as an assistant, or regional vice president.
- Past Chapter Officer.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Tact and diplomacy to effectively influence the broad cross-section of membership.
- Tact and diplomacy to effectively influence the diverse membership.
- Prior experience and good general knowledge of chapter operations and Society bylaws, policies, and procedures.