

**ASIS UK CHAPTER 208
CHAPTER OFFICER JOB DESCRIPTION**



POSITION: Vice Chair

Overview

The Vice Chair supports development of the overall strategy, management and direction of the UK Chapter. As an Executive Committee member, the Vice Chair can be utilised to assist in all functions of the Chapter and participates in policy decisions.

Key Relationships

- Chapter Executive Committee (Chair, VC, Treasurer, Secretary)
- All Board members
- Chapter 208 Secretariat
- ASIS International Volunteer Engagement Leadership
- Sponsors
- Leadership of external organisations

Role Breakdown

- Attends all Board Meetings
- Assists the Chair in ensuring compliance with Chapter activity and financial reporting
- Supports the Chair as required
- Deputises for the Chair during any absence
- Works with the Treasurer and others to engage with existing sponsors and to attract new sponsors
- Leads any changes to sponsorship agreements and contracts
- Contributes to ensuring the solvency of the Chapter
- Strives to deliver the maximum ROI to chapter members
- Leads the policy and process for Nominating Committee activities
- Documents changes and works with the Chapter Secretary to ensure all decisions are transparent and legal
- Encourages and manages additional member events
- Supports educational events involving CSyP or ASIS accreditations
- Submits articles and content for website and newsletters
- Attends New Member meetings and represents the Chapter at external events as appropriate

Post Holders Desired Attributes

- Impartial and objective
- Approachable
- Consensus builder
- Confidential
- Tactful
- Supportive team player

- Good understanding of ASIS International and their key networks
- Understands the voluntary and community sector
- Good strategist
- Strong networker
- Team builder
- Experience of management committee involvement
- Leadership experience
- Knowledge of business legislation
- Available time commitment of approximately 6 hours per week

This job description is not exhaustive and the post holder needs to be flexible to meet the needs of the Chapter.