

POSITION: Chair

Overview

The Chapter Chair is responsible for the overall strategy, management, and direction of the UK Chapter.

Key Relationships

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

Role Breakdown

- Chair's and attends all Board Meetings
- Co-ordinates Board Directors meetings, keeping to the agenda and ensuring decisions are made in the best interests of the Chapter
- Ultimately responsible for the day-to-day management of the Chapter
- Ensures the Chapter runs efficiently
- Develops and agrees a long-term plan for the Chapter and sets direction
- Acts as a Chapter ambassador and spokesperson
- Works with the Treasurer to ensure the income is sufficient to meet running and development costs
- Performs the duties normally associated with a CEO of a company
- Works with the Secretariat to agree management team meetings, agenda items and minutes
- Prepares for succession planning across the Board
- Plans for the skills development of themselves and the Board
- Under direction of the RVP 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, European Teams & ASIS HQ
- Hosts the Annual General Meeting (AGM), updating all members on Chapter news, decisions, and results, with the support of the whole Board Directors.
- Motivates, supports, and shows appreciation to all volunteers, sponsors & advocates.
- Stay informed of the latest policy issues affecting the security industry nationally and internationally.
- Ensures submission of articles and news regarding Chapter activities and events to ASIS Dynamics from all Board Directors
- Attends New Member meetings and represent the Chapter at external events as appropriate.
- Judge and support Security Industry events and Awards. With attendance and messaging to members.
- As with all Board members, support quarterly Seminars with speakers and regular E-News content.

Post Holders Desired Attributes

- Impartial and objective
- Approachable
- Builds consensus
- Good understanding of ASIS International
- Respect confidences
- Ensures decisions are taken and recorded
- Understands the voluntary and community sector
- Tactful
- Knowledge of ASIS key networks
- Sensitive to the feelings of members
- Good strategist
- Strong networker
- Team builder
- Experience of management committee involvement
- Available time commitment of approximately 10 hours per week

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