



Council on Region Affairs (CoRA) Vice President Position Description

Purpose: Our Council on Region Affairs is responsible for the policies and operating procedures for Regions, Areas, Chapters, and Sections.

The Vice President, Region Affairs is a volunteer leader who will work to support the nine regional vice presidents in alignment with ASSP bylaws, society operating guidelines, and CLEAR Values.

Key Responsibilities:

- Oversee and report on the work of the council, against the annual workplan provided by the Board of Directors.
- Support and lead regional vice presidents in their role.
- Chair the Council on Region Affairs. Oversee council operations and standing committees within the council, including appointing committee members.
- Conduct virtual council meetings, including directing agenda items and facilitating dialogue during the meetings.
- Serve as a point of escalation for regional vice presidents when additional support or direction is required.
- Lead the council, under ASSP bylaws and Society operating guidelines, to ensure that chapters are delivering value to ASSP members, including:
 - Develop and oversee policies and operating procedures for regions, areas, chapters and sections, and the means to evaluate the effectiveness of such units.
 - Approve and maintain regional operating procedures.
 - Maintain our Model Chapter Bylaws, Model Section Bylaws, Model Student Section Bylaws and Model Society Section Bylaws
 - Consider for approval, petitions for the formation of new chapters and motions from regional operating committees (ROCs) to dissolve and rescind chapter charters, following approval by a ROC.
- Serve as a member of the ASSP Advisory Group
- Serve on the Congress of Councils, which is made up of the senior vice president (chair) and all other ASSP council vice presidents.

Support:

- Online training from Society
- Additional training through CORA meetings, [community leader resource center](#) and other Society events
- Transition meeting with outgoing vice president, region affairs
- Additional support available from senior vice president and staff liaison.





Benefits:

- Develop transferrable leadership, problem-solving, strategic planning and project management skills.
- Grow professional network and advance the safety profession through mentoring, developing future safety leaders, and ensuring the delivery of member value through ASSP chapters.
- Attend ASSP Leadership Development Experience and Leadership Conference for training and networking.
- Earn professional certification maintenance points.
- Receive a complimentary registration to the ASSP Professional Development conference. (travel expenses are not provided)

Time Commitment:

- Term of office: 3 years, July 1 – June 30
- Average hours per month: 10 to 15 hours, including monthly one-hour CoRA virtual meetings.
- May be asked to support in person ROC meetings 1 – 2 times a year. (travel expenses provided by ASSP).

Qualifications:

- Professional member of ASSP in good standing
- Possess strong leadership, problem-solving, strategic planning and project management skills
- Understand Society, chapter, and region structure, strategic direction and operating documents
- Demonstrated ability to develop productive relationships with volunteer leaders, work effectively in a team setting and communicate with diverse audiences
- Must have employer support

Contact:

Staff Liaison: Kim McDowell
Title: Chief Engagement Officer
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The Council on Region Affairs reports to ASSP's Board of Directors. The vice president, region affairs serves as chair and is elected by ASSP members. Nominations open in July and are due in September. [Society elections](#) take place each March.

