



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Nominations & Elections Chair

Purpose: The chapter nominations and elections chair ensures the chapter's sustainability by recruiting future leaders from among chapter members. This volunteer leader engages all chapter officers to develop and execute a strong succession plan for the chapter.

Key Responsibilities:

- Oversee Nominations & Elections Committee to identify and recruit candidates for office
- Coordinate chapter's election process in accordance with chapter bylaws and ASSP standard operating procedures, including distribution and collection of ballots
- Provide regular updates to the chapter Executive Committee regarding candidate recruitment and election outcomes
- Ensure smooth transition between outgoing and incoming chapter officers
- Attend chapter general membership and Executive Committee meetings as needed/requested

Support:

- Online training from ASSP
- Transition meeting with outgoing chapter nominations and elections chair
- Additional support available from chapter president and [ASSP Chapter Services](https://www.assp.org/Chapter-Services)

Benefits:

- Opportunity to develop transferrable leadership and strategic planning skills
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30

- Transition meeting with outgoing chapter nominations and elections chair
- Average hours per month: Up to 7 hours

Qualifications:

- Must be an ASSP member in good standing. This is typically an appointed position filled by the chapter's immediate past president, if available to serve.
- Have or be willing to develop a solid working knowledge of the chapter's bylaws
- Have or be willing to develop understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and to communicate with diverse audiences

Specific Duties:

- Review chapter bylaws and align chapter election process accordingly
- Appoint member(s) to the Nominations & Elections Committee as outlined in chapter bylaws
- Ensure that Nominations & Elections Committee is formed and reported in the Chapter Operations Management Tool (COMT) by **December 31**
- Publish initial slate of candidates in accordance with chapter bylaws, typically no later than **March 1**
- Receive and vet member petitions to candidate slate (petitions due 15 days in advance of election)
- Publish and distribute the final slate of officers, including vetted petition candidates, to chapter members in accordance with chapter bylaws
- Ensure development of ballots, either through paper ballots for a chapter meeting or in coordination with [ASSP Chapter Services](#) to create electronic ballots for an online election
- Hold chapter election by May, in accordance with chapter bylaws
- Work with chapter secretary to distribute, collect and count ballots
- Inform candidates of election results
- Announce election results to chapter members at the close of the election
- Ensure the annual leadership report is submitted to [ASSP Chapter Services](#) through the COMT by **May 31**
- Work with current and incoming officers to coordinate transition meeting(s) before **June 30**
- Work with chapter awards and honors chair to coordinate event(s) to recognize outgoing leadership and induct incoming leadership
- Coordinate all aspects of special elections in accordance with chapter bylaws as needed

- Ensure orderly transition and transfer of duties and records to succeeding chapter nominations and elections chair
- [additional chapter-specific duties]