

Position Title: Member at Large

References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 9.
3. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.

Position Description:

The Members at Large shall be responsible for acting as a liaison between the ISSA-COS members and the Board, annually assessing the Board's performance, and coordinating all committees not established as standing committees.

Responsibilities:

The Members at Large shall be responsible for acting as a liaison between the ISSA-COS members and the Board. The four-member team will annually assess the Board's performance and coordinate all committees which are not established as standing committees as defined in the Bylaws.

General

- During general meeting, they shall interact with the members and create a good relationship with all members
- Attend meetings/events early to meet and greet attendees
- Represent the Chapter whenever they are needed
- Maintain a high level of trust and confidentiality between the members and the Board

Committee(s) Overseen

- N/A

Routine Events/Activities/Projects

- Attend general Lunch meeting of members
- Attend general Dinner meeting of members
- Attend Board meetings
 - Shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Manage the registration table at chapter events, welcoming members and non-members, and providing other assistance as required
- Review chapter communications media (web, social media, newsletters, etc.) for accuracy, currency, and consistency to ensure members are getting accurate and timely info
- Help organize conferences and seminars sponsored by the Chapter

- Help organize Mini-Seminars (reserve room, attend event, manage sign-in sheet, CPE form, feedback form, etc.). At least one Member-at-Large will attend/manage each Mini-Seminar
- Maintain the list of Chapter volunteers
- Collect performance data from Board members, evaluate Board member performance IAW Bylaws and position descriptions, analyze and provide report to President by 1 Dec
- Maintain Members-at-Large documents per the Chapter History Policy Memo

Other

- Other tasks as assigned by the President, the Vice President and the Board

Requirements:

A Member-At-Large must be ready to serve and provide backup for committees which need extra help. They must be people person and have a sense of humor. They must maintain professionalism and at the same time be approachable by all manner of people. Above all, they should be a good listener and willing to go the extra mile.

Background and Skills

- Exceptional personality
- Able to interact with all group members
- Ability to listen and pay attention to details
- Williness to serve in any capacity deemed necessary by the President and the Board

Attachment A: Members at Large Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President of Training, Recorder, Director of Communications, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 9. The Members at Large shall be responsible for acting as a liaison between the ISSA-COS members and the Board, annually assessing the Board's performance, and coordinating all committees not established as standing committees.

Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. Terms of office shall consist of two years beginning on January 1st following the election. To provide continuity, Board positions shall be elected as follows:

Elections held in odd years

Executive Vice President
Chapter Vice President
Director of Communications
VP of Membership
Treasurer
2 Members-At-Large

Elections held in even years

President
Vice President of Training
Director of Certification
Recorder
Director of Professional Outreach
2 Members-At-Large