



CHAPTER LIAISON POSITION DESCRIPTION AND GUIDELINES

I. Introduction / Executive Summary

ASIS YP Mission

The ASIS Young Professionals Group holds as their mission the development and education of young careerists in the security industry. This group is open to those new to the profession, starting a second career, and open to anyone passionate about our Young Professional mission. Our group is established upon high standards for members, ethical conduct, quality offerings, and a progressive program for the development of young professionals.

II. Roles and Responsibilities

YP Liaisons - Each ASIS Chapter, if feasible, will assign a YP Liaison. This is a chapter board position that should be filled each year, and appointed by the Chapter Chair.

The YP Liaison should be an individual of any age or career level who is passionate about the development and education of Young Professionals. The primary responsibilities of this position include the identification and recruitment of Young Professionals within the chapter, the coordination of YP communications and events within the chapter, and the bridging of chapter YPs with the larger ASIS Young Professionals group to further the group's mission.

Further detail on the primary responsibilities and ways to fulfill these responsibilities include:

1. Establish a local core group of YPs and build out your own programs within your chapter to serve your membership:
 - a. Networking socials within a less formal setting
 - b. Focus groups on topics of interest to YPs
 - c. Certification study sessions
 - d. Leadership development sessions delivered by senior chapter members
 - e. Panel discussions where senior chapter members within different sectors of the Security industry can share their secrets to success
 - f. Site tours of companies or agencies where senior chapter members share their responsibilities and answer questions
 - g. Resume writing or interviewing skills workshops
 - h. Visit schools to inform students about joining ASIS International and the YP Group
 - i. Encourage organizations to promote the YP Group to their employees

2. Leverage the foundation built by the YP Committee to create learning, mentorship and exposure opportunities:
 - a. Host YP webinars put on by ASIS
 - b. Match chapter YPs with mentors in their areas of interest as part of the ASIS International Leadership and Management Practices Mentorship Program
 - c. Promote and distribute ASIS YP-produced resources, like our subject-matter-expertise resources
 - d. Promote positive exposure of the program through “YPs on the Move” and other YP profiles within the chapter, security community, and ASIS International
3. Serve as a conduit from ASIS HQ to the YP Committee on programs, offerings and, networking events:
 - a. Promote, support, and attend annual Seminar events
 - b. Advertise job opportunities and share with YPs
 - c. Post regular YP updates to chapter websites, newsletters, and other communications
 - d. Identify new ASIS members who may be interested in YP Committee membership

III. Summary Action Plan

Note: The intent of this section is to provide the YP Liaison’s a guideline for success in their role, and also a path to create awareness of the initiative and involve other Chapter members.

Detailed Action Plan (“How To’s”)

- Develop YP Liaisons within each chapter
- Develop and grow YP membership base within each chapter
- Share YP resources (chapter level, national level)
- Engage YPs within your own Chapter and across Chapters globally
 - **Chapter-level**
 - Social Events
 - YP mixers
 - Educational Offerings
 - Chapter webinars
 - Advertising external or 3rd party webinars, seminars, etc.
 - YP representation within Chapter
 - Coordinate with other Chapter Committee Chairs and leverage their roles to support YP initiatives (i.e. Membership, Education, Programs, Placement, Certification Liaison, Nomination)
 - YP Chapter Communications
 - YPL to present updates at each Chapter meeting
 1. Chapter roster from the Chair for member engagement
 2. Communicate out ASIS web page, LinkedIn and Twitter for YP’s
 3. Promote YP’s “On the Move”:
 - a. Criteria-
 - i. A YP gets promoted within their company or moves to a position
 - ii. A YP who passes a certification of any kind (even non-ASIS ones such as Security+ and Loss Prevention Qualified)
 - b. Please send any interesting news on YPs to Manuela.Costa@asisonline.org

- c. May be posted in *Dynamics*
 - d. May also be posted on asisonline.org/yp, Twitter, LinkedIn and email campaigns
- 4. Create mini-meetings with topics of interest
 - a. Separate meetings
 - i. Identify and recruit other members who fit the criteria, but getting information for ASIS HQ. Reach out and invite to meetings, explain what this group is about and how they are here to help them.
 - ii. Liaison reaches out to Young Professionals within their Chapter/Region, and they are to flourish this role within the Chapter and their own culture
 - 1. How to Navigate ASIS Series of Education Session
 - Extra-curricular activities (YP sports teams)
 - Volunteer at community service
 - Fingerprint with Boy Scouts, food drive, bowling
- **Global-level**
 - Social Events
 - Annual Meeting events
 - Welcome Reception at the Annual Seminar & Exhibits
 - YP programs aligned with CSO programs
 - Twitter
 - @ASIS_YP and tag #ASISyp
 - ASIS YP LinkedIn group
 - Program success illustrated in ASIS Dynamics
 - Educational offerings
 - YP-specific webinars
 - ASIS International Council participation
 - There are 29 Councils with 800 active members that focus on issues, trends, and research in specialized security practice areas. Councils offer forums to contribute your expertise, resources to increase professional effectiveness, and niche networks and programming relevant to your specific industry sector.
 - Councils meet throughout the year, either in person or by conference call. The number of meetings is determined by each council's specific activities. Council membership is open to all ASIS members. There are criteria and requirements to be appointed to a Council and many times a waiting list. For a listing and description of all Councils or to complete the volunteer application form, refer to the ASIS website www.asisonline.org/councils.
 - It is encouraged that you reach out to any Council members who may be a member of your local chapter to get further information about Council activities and how Young Professionals can get involved.

Detailed Action Plan Aligned with Responsibilities

YP Liaison Responsibilities	Detailed Action Plan	Notes (responsible, timeframe)
<p>1. Create and build out your own programs within your chapter to serve your membership:</p> <ul style="list-style-type: none"> • Networking socials • Focus groups on topics of interest to YPs • Certification study sessions • Leadership development sessions delivered by senior chapter members 	<ul style="list-style-type: none"> • 	
<p>2. Leverage the foundation built by the YP Committee to create learning, mentorship and exposure opportunities:</p> <ul style="list-style-type: none"> • Host YP webinars put on by ASIS • Match chapter YPs with mentors in their areas of interest • Promote and distribute ASIS YP-produced resources, like our subject-matter-expertise resources • Promote positive exposure of the program through “YPs on the Move” and other YP profiles within the chapter, security community, and ASIS International. 	<ul style="list-style-type: none"> • 	
<p>3. Serve as a conduit from ASIS HQ to the YP Committee on programs, offerings and, networking events</p> <ul style="list-style-type: none"> • Promote, support, and attend annual seminar events 	<ul style="list-style-type: none"> • 	

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| <ul style="list-style-type: none">• Advertise job opportunities• Post regular YP updates to chapter websites, newsletters, and other communications• Identify new ASIS members who may be interested in YP Committee membership | | |
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