**Foundation Liaison**

**Purpose:** The chapter foundation liaison ensures that chapter members are aware of opportunities available through the [ASSP Foundation](http://foundation.asse.org/) and facilitates members’ participation in these opportunities.

**Key Responsibilities:**

* Act as liaison between the ASSP Foundation and the chapter
* Inform chapter members of Foundation scholarship and professional development grant programs and strongly encourage participation in these programs
* Coordinate chapter efforts to raise donations for the Foundation either through soliciting/suggesting individual donations and/or organizing chapter events resulting in donations
* Work with chapter awards and honors chair to recognize chapter members who have received a scholarship or professional development grant from the Foundation or made a significant contribution to the chapter’s support of the Foundation
* Attend chapter general membership and Executive Committee meetings as needed/requested

**Support:**

* Transition meeting with outgoing chapter foundation liaison
* Additional support available from chapter president and ASSP Chapter Services

**Benefits:**

* Opportunity to develop leadership and project management skills
* Opportunity to grow professional network
* Earn certification maintenance points

**Time Commitment:**

* Term of office: Preferably 1 year, July 1 - June 30
* Average hours per month: Up to 3 hours

**Qualifications:**

* Must be an ASSP member in good standing
* Have or be willing to develop an understanding of ASSP Foundation opportunities
* Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Complete one module of officer training in Community Leader Resources:
1. Society overview
* [additional chapter-specific duties]