



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter - President

**Purpose:** The Southwest Chapter President provides visionary leadership and strategic direction to Chapter leadership in order to create a meaningful and high-quality experience for the membership.

### Key Responsibilities:

- Provide direction to the Chapter that is consistent with the Chapter's Bylaws and with ASSP's mission and vision statements, goals, and Code of Professional Conduct
- Lead the Chapter Executive Committee in the development and execution of strategic activities related to Chapter development and sustainability.
- Serve as the Chapter's official representative to the ASSP, to Region III, and to other organizations

### Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing Chapter President
- Additional support available from Area Director (North), the Regional Vice President, and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop transferrable leadership, strategic planning and project management skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### Time Commitment:

- Term of office: One year, July 1 - June 30 (President), followed by one year, July 1 - June 30 (Past President),
- Average hours per month: up to 25 hours, plus travel to and attendance at AOC/ROC twice a year

**Qualifications:**

- Must be a professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Have or be willing to develop strong leadership, strategic planning and project management skills
- Have or be willing to develop an understanding of Chapter and ASSP structure and strategic direction
- Have or be willing to develop a solid working knowledge of the Chapter's Bylaws
- Able to work effectively in a team setting and communicate with diverse audiences

## Specific Duties:

- Complete six modules of officer training by 8/31:
  1. Basic training:-Chapter operations
  2. Basic training:-ASSP overview
  3. Leadership training: President
  4. Membership training: Recruitment
  5. Membership training: Retention
  6. Advanced training: Chapter advanced President training
- Nominate the Chapter's three Appointed Vice Presidents by 7/1 and seek Executive Committee approval at the annual planning meeting by 7/15.
- Schedule and chair the Executive Committee's annual planning meeting by 7/15.
- Work with Chapter 1<sup>st</sup> Vice President to develop the Chapter's Operational Plan and a Chapter Activities Calendar and present these to the Executive Committee by 7/15. Submit the Operational Plan via the Chapter Operations Management Tool (COMT) by 8/15.
- Establish committees and appoint committee chairs and other leadership positions, as needed.
- Schedule monthly Executive Committee meetings.
- Appoint one member to the Chapter's Nominations & Elections Committee by 12/31.
- Communicate and provide updates to the Area Director (North) and the Regional Vice President, as requested.
- Maintain Chapter incorporation and affiliate agreements with ASSP headquarters, including ensuring Chapter compliance with required reporting.
- Oversee the revision of Chapter's Bylaws, as needed, ensuring that any changes conform in principle to the current ASSP Model Chapter Bylaws. Submit the draft to the Area Director (North) and the Regional Vice President for approval; then schedule, announce, and hold a vote for approval by Chapter membership.
- Attend the semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings, or send a proxy.
- Represent the Chapter and advance the safety profession through attendance at meetings of local, non-ASSP professional societies and organizations, as appropriate.
- Support the Chapter's succession planning efforts through volunteer recruitment, delegation and mentoring. Meet with the President and Past President to discuss specific aspects of succession planning at least quarterly during the Chapter activity year.
- Recommend to the Chapter Awards & Honors Committee any members warranting special recognition for their contributions to the Chapter.
- Ensure that the Chapter Treasurer submits the annual financial report and financial checklist by 5/31.
- Submit the annual leadership report to [ASSP Chapter Services](#) by 5/31.
- Submit the COMT report by 6/30.
- Attend and chair Chapter general membership and Executive Committee meetings.
- Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
- Ensure the orderly transition and transfer of duties and records to the succeeding President.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter - 1<sup>st</sup> Vice President

**Purpose:** The Southwest Chapter 1<sup>st</sup> Vice President oversees and manages daily operations of Chapter business under the direction of the President.

### Key Responsibilities:

- Be chiefly responsible for the execution of plans and initiatives approved by the Executive Committee through the coordination and oversight of the Chapter's Appointed Vice Presidents and Committee Chairs
- Work with the President and Past President to ensure a viable succession plan
- Support the Chapter President in providing strategic direction
- Assume the duties of the Chapter President, as necessary

### Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter president-elect/vice president
- Additional support available from chapter president and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop transferrable leadership and strategic planning skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### Time Commitment:

- Term of office: One year, July 1 - June 30 (1<sup>st</sup> Vice President), followed by one year, July 1 - June 30 (President), followed by one year, July 1 - June 30 (Past President)
- Average hours per month: Up to 20 hours, plus potential travel to and attendance at ROC if the Chapter President is unable to attend

### Qualifications:

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction

- Have or be willing to develop a solid working knowledge of the Chapter's Bylaws
- Helpful to have or be willing to develop strong leadership and project management skills
- Able to work effectively in a team setting and communicate with diverse audiences

### **Specific Duties:**

Complete six modules of officer training by 8/31:

- Basic training:- ASSP overview
  - Basic training: - Chapter operations
  - Leadership training - Chapter 1<sup>st</sup> Vice President
  - Leadership training - Chapter President
  - Membership training - Recruitment
  - Membership training - Recruitment
- 
- Oversee and provide guidance to the Chapter's three Appointed Vice Presidents, committee chairs, and liaisons, ensuring that they are satisfying all job duties in an effective and timely manner. Make regular reports to the President.
  - Work with Chapter President to develop an annual Operations Plan and Chapter Activities Calendar for presentation to the Executive Committee by 7/15.
  - Ensure the arrangement of all elements required to hold effective Technical Meetings, including scheduling a time and location, procuring a speaker, arranging an agenda, and overseeing hospitality (food & beverage) needs. Coordinate with the VP, Member Services; the VP, Communication; and the VP, Professional Development, as necessary.
  - Support the Chapter's succession planning efforts through volunteer recruitment, delegation and mentoring. Meet with the President and Past President to discuss specific aspects of succession planning at least quarterly during the Chapter activity year.
  - Assist the Chapter President to complete required reporting through the Chapter Operations Management Tool (COMT), as requested.
  - Serve as the President's proxy to the Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings, as requested.
  - Attend Chapter general membership and Executive Committee meetings. Review highlights of Chapter operations and any other pertinent information, as directed by the President.
  - Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
  - Ensure the orderly transition and transfer of duties and records to the succeeding 1<sup>st</sup> Vice President.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter -Treasurer**

**Purpose:** The Southwest Chapter Treasurer safeguards the Chapter's financial ability to serve its members.

### **Key Responsibilities:**

- Manage Chapter resources and funds
- Maintain and update Chapter financial records
- Provide leadership in financial responsibility and fund allocation
- Assume the duties of Chapter Secretary, as necessary

### **Support:**

- Online training from ASSP is required before taking office
- Transition meeting with outgoing Chapter Treasurer
- Additional support available from Chapter President and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop transferrable leadership and financial recordkeeping skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 12 hours

### **Qualifications:**

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Have or be willing to develop knowledge of sound budgeting principles and processes and basic spreadsheet functions for financial reporting
- Have or be willing to develop a solid working knowledge of the Chapter financial and general operating guidelines
- Have or be willing to develop an understanding of Chapter and ASSP structure and strategic direction
- Have or be willing to develop a solid working knowledge of the Chapter's Bylaws
- Able to work effectively in a team setting and communicate with diverse audiences

### **Specific Duties:**

Complete four modules of officer training by 8/31:

1. Basic training:- ASSP overview
  2. Basic training: - Chapter operations
  3. Leadership training - Chapter Treasurer
  4. Leadership training - Chapter Secretary
- Review the ASSP Standard Operating Guidelines pertaining to check reimbursement and travel expenses by 7/15.
  - Confirm that ASSP headquarters office has the Chapter's current bank account information and address for dues deposits and dues reports.
  - Arrange for the newly Elected Officers to meet at the local bank branch and update the bank account signature cards by 7/15.
  - Ensure that each Elected Officer has a debit card. Retrieve and destroy the debit card from the outgoing Chapter President.
  - Receive the old financial records from the outgoing Treasurer and review these by 7/15.
  - Meet personally with the outgoing Treasurer by 7/31 to review the procedure for completing monthly and annual financial reports.
  - If annual Chapter revenue for the past fiscal year exceeded \$50,000, file taxes by 8/15 (ASSP files the taxes if the revenue was <\$50,000).
  - Keep and update an electronic ledger of payments and receipts.
  - Maintain the current year financial records by completing each monthly financial report no later than the 10<sup>th</sup> day of each month. Submit each report via email to the Executive Committee for review and, during the subsequent Executive Committee meeting, ensure that the minutes are approved OR that any questions/concerns are appropriately addressed.
  - Work with the Chapter Secretary to archive and maintain the Chapter's financial records (monthly and annual reports, bank statements, canceled checks, invoices, vouchers, receipts, etc.) on the Cloud account for a period of 7 years.
  - Deposit Chapter funds (cash, checks) in a timely manner (within 3 business days of receipt).
  - Transfer balance of PayPal account to the Chapter's bank account each month.
  - Receive and process, in a timely fashion, all expense reimbursements and check requests, being sure to complete the Expense Reimbursement/Check Request form and to receive the necessary countersignatures.
  - Submit the annual financial report and financial checklist into COMT by 5/31.
  - Ensure that an annual audit of the Chapter financial records is performed by 5/1.
  - If the Chapter votes to increase its dues for the upcoming Chapter year, submit the Chapter dues report to [ASSP Chapter Services](#) by 3/1.
  - Draft the Chapter's operating budget for the next fiscal year (April 1 - March 31).
  - Present reports regarding current and long-term Chapter finances to the membership.
  - Submit to and provide documentation to facilitate the Chapter's annual financial audit.
  - Attend Chapter general membership and Executive Committee meetings. Review highlights of the financial reports and any other pertinent information, as directed by the President.
  - Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
  - Ensure the orderly transition and transfer of duties and records to the succeeding Treasurer.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter-Secretary

**Purpose:** The Southwest Chapter Secretary ensures the continuity of the Chapter's historical records.

### Key Responsibilities:

- Serve as recordkeeper of the Chapter's official business
- Maintain and retain all Chapter files, according to the Chapter's document retention guidelines
- Assume the duties of the Chapter Treasurer, as necessary

### Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing Chapter Secretary
- Additional support available from Chapter President and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop transferrable leadership, recordkeeping and communication skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### Time Commitment:

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 12 hours

### Qualifications:

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the Regional Vice President
- Have or be willing to develop an understanding of Chapter and ASSP structure and strategic direction
- Have or be willing to develop a solid working knowledge of the Chapter's Bylaws
- Able to work effectively in a team setting and communicate with diverse audiences

### **Specific Duties:**

Complete four modules of officer training by 8/31:

1. Basic training:- ASSP overview
  2. Basic training: - Chapter operations
  3. Leadership training - Chapter Secretary
  4. Leadership training - Chapter Treasurer
- 
- Ensure that the annual Chapter Activities Calendar is maintained current throughout the year.
  - Assemble a Chapter Leadership Contact List by 7/15. Work with the VP, Communications to ensure that this is published on the Chapter website and is distributed to all members via email by 8/1. Ensure that the document is maintained current throughout the year.
  - Work with the VP, Communications to ensure that members receive timely and effective notices of all Chapter meetings and functions.
  - Work with the VP, Communications to ensure that online registrations are accurate and functional.
  - Procure new/replacement business cards, as needed, for the Elected Officers.
  - Prior to each event, periodically check Event Espresso to ensure that registrations are occurring. Communicate registration progress to the 1<sup>st</sup> Vice President on a regular basis; and, no later than 24 hours prior to the event, provide a final headcount.
  - Prior to each event, prepare meeting sign-in sheets. Maintain all completed Chapter event attendance records and provide these to the Chapter President within 3 days of the event so that they may be uploaded into the Chapter Operations Management Tool (COMT).
  - Record the minutes of all general membership and Executive Committee meetings. Publish a draft within 7 days of the event; and, upon approval of the Executive Committee, work with the VP, Communications to ensure that these are posted to the Chapter website.
  - Ensure that all official Chapter documents (Bylaws, Affiliate Agreement, incorporation papers, meeting minutes, etc.) along with other pertinent documentation of Chapter history (attendance records, photos, memos, flyers, correspondence etc.) are maintained on the Chapter's Cloud account and on a hard drive.
  - Maintain and safeguard the Chapter's Charter.
  - Monitor all deadlines to ensure compliance with the Chapter's Charter.
  - Ensure that all individuals who have been provided with a Chapter email address are instructed in the preparation of their account for transfer to the succeeding owner and ensure that the transfers are completed by all account holders no later than 6/30.
  - Communicate as needed with Chapter Services to recover email passwords.
  - Assist the Chapter President in completing reports.
  - Attend Chapter general membership and Executive Committee meetings. Review highlights of the minutes and any other pertinent information, as directed by the President.
  - Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
  - Ensure the orderly transition and transfer of duties and records to the succeeding Secretary.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Vice President, Communications**

**Purpose:** The Southwest Chapter VP, Communications facilitates the flow of information between the Chapter Executive Committee and the Chapter membership, and ensures that members have access to timely and relevant information about the Chapter, ASSP and local OSH issues.

### **Key Responsibilities:**

- Continually provide relevant information to members regarding Chapter status, needs, and upcoming events.
- Serve as the primary contact for the chapter's relationships with ASSP Communications Department and local media outlets.
- Seek continuous improvement of the Chapter's image via marketing and advertising efforts.
- Oversee and manage the Chapter's Social Media Director, Website Manager, and Newsletter Editor.

### **Support:**

- One-on-one training and support for website maintenance from ASSP staff
- Transition meeting with outgoing Chapter VP, Communications
- Communications Team consisting of a Social Media Director, Website Manager, and Newsletter Editor
- Web-based training in the use of Real Magnet (Magnet Mail)
- Technical support from Society's Mark Huelskamp ([Chapterwebupdates@assp.org](mailto:Chapterwebupdates@assp.org))
- Additional support available from Chapter President and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop leadership and communication skills
- Opportunity to expand professional network
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 12 hours

### **Qualifications:**

- Must be an ASSP member in good standing

- Have strong written communication skills and the ability to communicate clearly and effectively to diverse audiences helpful
- Helpful to have experience producing publications and/or web content
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting

**Specific Duties:**

- Complete two modules of officer training by 8/31:
  1. Basic training:- ASSP overview
  2. Basic training: - Chapter operations
- Oversee the communication of pertinent information to the Chapter membership, as directed by the Chapter President and Executive Committee.
- Ensure that the annual Chapter Activities Calendar and the Chapter Leadership Contact List are both distributed via email to Chapter membership by 8/1.
- Ensure that the Newsletter Editor publishes a Chapter newsletter six times per year on a bimonthly basis.
- Ensure that the Website Manager maintains accurate content (including job postings, event registrations, photos, Section information, etc.) on the Chapter website and that the material is accurate, up-to-date and refreshed on a monthly basis, at a minimum.
- Ensure that the Social Media Director maintains relevant postings and timely responses to member comments, and that updates to each site are made within 24 hours of each event.
- Communicate with the Newsletter Editor, the Website Manager, and the Website Manager at least weekly via email, phone, or text.
- Communicate as needed with Chapter Services to recover website and social media passwords.
- Ensure that Chapter minutes are maintained on the Chapter website.
- Consider and propose alternative avenues for raising community awareness of the Chapter's existence, purpose, and events.
- Attend Chapter general membership and Executive Committee meetings. Prepare and deliver reports on Chapter communications efforts, challenges, and initiatives, as requested by the Chapter President.
- Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
- Ensure orderly transition and transfer of duties and records to succeeding chapter VP, Communications.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Vice President, Member Services**

**Purpose:** The Southwest Chapter VP, Member Services is responsible for monitoring and growing the Chapter's membership by coordinating the Chapter's member recruitment, orientation and retention efforts. This volunteer leader works with the Chapter's Executive Committee to identify and pursue opportunities to enhance the experience for existing and future members.

### **Key Responsibilities:**

- Develop and implement strategies for member recruitment and retention.
- Coordinate new member communication and orientation.
- Promote member engagement through regular gatherings, events, and recognition.
- Oversee and serve as Executive Committee liaison to the Awards & Honors Committee, the Government Affairs Committee, and the Chapter's ASSP Foundation Liaison.

### **Support:**

- Online training from ASSP is required before taking office
- Transition meeting with outgoing Transition meeting with outgoing Chapter VP, Member Services
- Membership Chair Manual, The Membership Chair blog, and associated resources from ASSP
- Additional support available from Chapter President and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop transferrable leadership and project management skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 10 hours

### **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop strong leadership, organization and communication skills
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction

- Able to work effectively in a team setting and communicate with diverse audiences

### **Specific Duties:**

- Complete two modules of officer training by 8/31.
  1. Membership training: Recruitment;
  2. Membership training: Retention
- Work with the Chapter Executive Committee to establish membership recruitment and retention targets; and develop and implement strategic activities to meet those targets.
- Monitor the Chapter roster at least once per month to identify new members, recent renewals and missing members.
- Coordinate with ASSP to promote existing membership recruitment campaigns and other safety campaigns (e.g., Safe + Sound Week, National Fall Stand-Down), as appropriate.
- Send a welcome message to new chapter members, providing an overview of membership benefits and extending an invitation to the next chapter meeting.
- Send thank you/recognition e-mails to sponsors of new members.
- Provide information about new Chapter members to the Executive Committee.
- Ensure that new members are recognized and introduced at Chapter membership meetings.
- Perform periodic surveys to determine the needs and interests of Chapter members, as directed by the President.
- Work with the VP, Communications to disseminate information pertaining to chapter membership (e.g. reports and member highlights).
- Periodically review the Chapter website and social media sites to ensure that membership information is accurate and up-to-date.
- Ensure that chapter members are aware of opportunities to become involved in other ASSP communities (common interest groups and practice specialties) locally or nationally
- Establish a Membership Committee to oversee meeting and event hospitality functions (greeting, certificates, etc.), as needed.
- Arrange for the annual Officer Installation event in June.
- Coordinate at least two social events for members annually.
- Coordinate at least one community service project annually. Establish a Community Service Committee, as needed.
- Communicate with the Awards & Honors Committee, the Government Affairs Committee, and the Chapter's ASSP Foundation Liaison at least twice per month.
- Attend Chapter general membership and Executive Committee meetings. Prepare and deliver reports on chapter membership goals, benefits, engagement opportunities and member highlights, as requested by the Chapter President.
- Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
- Ensure orderly transition and transfer of duties and records to the succeeding chapter VP, Member Services.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Vice President, Professional Development**

**Purpose:** The Southwest Chapter VP, Professional Development ensures the availability of quality educational materials and experiences for the Chapter membership and its leaders.

### **Key Responsibilities:**

- Oversee training and educational development events and initiatives for Chapter members.
- Ensure the execution of a quality PDC that generates the required level of revenue to sustain future PDC efforts.
- Oversee and manage the PDC Committee Chair.

### **Support:**

- Online resources from ASSP
- Transition meeting with outgoing VP, Professional Development
- Additional support available from Regional Operating Committee, the Chapter President, and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop leadership, project management and instructional design skills
- Opportunity to network with other safety professionals
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 12 hours

### **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop understanding of project management and instructional design principles
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

- Complete two modules of officer training by 8/31:
  1. Basic training:- ASSP overview
  2. Basic training: Chapter operations
  
- Ensure that Chapter bylaws are reviewed by all new incoming leadership by 7/15.
- Ensure that all assigned ASSP leadership training is completed by all new incoming leadership by 8/31.
- Work with and support the PDC Committee Chair and the PDC Committee to ensure that all elements of the PDC are planned and executed in a timely manner.
- Develop a PDC budget and strive to ensure that the PDC generates sufficient revenue to sustain future PDC efforts.
- Coordinate with the 1<sup>st</sup> Vice President to select appropriate educational programming for the Chapter's quarterly Technical Meetings.
- Collaborate as needed with representatives from other chapters to obtain speakers or to hold joint educational programs.
- Contribute as needed to the Region III PDC, especially when that event is held in the Chapter's territory.
- Attend Chapter general membership and Executive Committee meetings. Prepare and deliver reports on Chapter educational initiatives, as requested by the Chapter President.
- Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
- Ensure orderly transition and transfer of duties and records to succeeding VP, Professional Development.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Delegate**

**Purpose:** The Southwest Chapter Delegate to the ASSP House of Delegates serves as the official liaison between the Chapter's membership and the ASSP at the annual House of Delegates meeting.

### **Key Responsibilities:**

- Represent the Chapter membership to the ASSP House of Delegates by voting on Society-level issues and providing feedback from the Chapter to Society on issues

### **Support:**

- Online training from ASSP is required before taking office
- Transition meeting with outgoing Chapter Delegate to the House of Delegates
- Additional support available from Chapter President and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop leadership and strategic planning skills, particularly related to organizational governance
- Opportunity to network with other Chapter leaders and safety professionals at annual House of Delegates meeting
- Opportunity to be a voice to and for Chapter on Society matters
- Earn professional certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 4 hours, plus travel to and attendance at annual House of Delegates meeting

### **Qualifications:**

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the Regional Vice President

- Must not be concurrently serving as an ASSP board member, a Regional Vice President, practice specialty administrator, or common interest group administrator
- Have or be willing to develop an understanding of Chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

Complete two training modules by 8/31:

1. Basic training:- ASSP overview
  2. Basic training: - Chapter operations
- Attend the House of Delegates meeting and vote on matters as charged by the Chapter membership and/or Executive Committee
  - Communicate with Chapter membership, as needed, to determine overall Chapter viewpoint on Society-level issues.
  - Attend Chapter general membership and Executive Committee meetings. Provide updates, as directed by the President.
  - Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter - Past President

**Purpose:** The Southwest Chapter (immediate) Past President ensures the Chapter's sustainability by recruiting future leaders from among Chapter members and overseeing the nominations and elections process..

### Key Responsibilities:

- Serve as Chair of the Nominations & Elections Committee
- Manage the elections process for regular and special elections in accordance with Chapter Bylaws
- Oversee the Chapter's annual financial audit process

### Support:

- Online training from ASSP
- Transition meeting with outgoing Nominations & Elections chair
- Additional support available from [ASSP Chapter Services](#)

### Benefits:

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

### Time Commitment:

- Term of office: One year, July 1 - June 30
- Transition meeting with outgoing chapter nominations and elections chair
- Average hours per month: Up to 5 hours

### Qualifications:

- Must be an ASSP member in good standing.
- 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:**

- Meet with the President and 1<sup>st</sup> Vice President to discuss specific aspects of succession planning at least quarterly during the Chapter activity year.
- Review the the Chapter Bylaws, specifically Sections IV, V, and VI pertaining to the Chapter's organization, officers, the nominations and elections process, and the filling of vacancies by special election by 7/15.
- Appoint member(s) to the Nominations & Elections Committee by 12/31.
- Receive candidate applications and member petitions for the general election and any special elections and review for completeness. Interview candidates to ensure that qualifications are satisfied.
- Work with the VP, Communications to publish and distribute the final slate of officer candidates, via the newsletter, website, email, and social media according to the timelines prescribed by the Chapter Bylaws.
- Coordinate all aspects of balloting, including working with [ASSP Chapter Services](#) to create electronic ballots for the general election and ensuring the development of paper ballots for special elections.
- Along with the Nominations & Elections committee, take responsibility for the distribution, collection, and counting of special elections ballots.
- Work with the VP, Communications to announce election results of general and special elections to the Chapter via the newsletter, website, email, and social media within 7 days of their completion.
- Work with the VP, Member Services and with the current and incoming officers to coordinate a leadership transition meeting prior to be held prior to 6/15.
- Establish and chair a financial audit committee consisting of three to five individuals who do not have signature authority on Chapter accounts. Utilize the financial audit checklist to complete the audit by 5/1. Submit a report to the Chapter President.
- Review draft meeting minutes and draft financial reports and provide feedback at each Executive Committee meeting.
- Ensure orderly transition and transfer of duties and records to succeeding Past President.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Website Manager**

**Purpose:** The Southwest Chapter Website Manager serves as owner of the Chapter's web page.

### **Key Responsibilities:**

- Ensure that the Chapter website is maintained up-to-date via the posting of pertinent information related to Chapter events, status, and personnel

### **Support:**

- Reports to, and receives guidance and support from, the Chapter VP, Communications
- The Website Manager sends requests for content changes to Mark Huelskamp at Society ([Chapterwebupdates@assp.org](mailto:Chapterwebupdates@assp.org)) who completes the actual work

### **Benefits:**

- Opportunity to develop communication and technology-related skills
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 3 hours

### **Qualifications:**

- Have good communication skills
- Be adept at website navigation
- Be able to work with minimal direct supervision

### **Specific Duties:**

- Visit and assess the website on at least a weekly basis
- Communicate requests for content change to Society and confirm the execution of these changes, including the testing of links
- Ensure documents, photos, registrations, job postings, leadership team profiles, Chapter Bylaws and other pertinent items are up to date and accurate
- Post information related to upcoming events (e.g. descriptions, logistics, registration links, etc.) and past events (e.g. descriptions, photos, meeting minutes) related to ongoing or past events

- Ensure that the annual Chapter Activities Calendar and the Chapter Leadership Contact List are both published on the Chapter website and distributed via email to Chapter membership by 8/1.
- Share information with the Website Manager and Newsletter Editor and assist in fulfilling the responsibilities of those positions in their absence
- Regularly coordinate with the Chapter VP, Communications
- Attend Chapter general membership and Executive Committee meetings, as requested by the President or VP, Communications



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Social Media Director**

**Purpose:** The Southwest Chapter Social Media Director serves as owner of the Chapter's social media accounts.

### **Key Responsibilities:**

- Routinely and effectively communicate information related to Chapter events (meetings, socials, conferences, community service, etc.) to the membership via selected social media outlets (LinkedIn, Facebook, and Twitter)

### **Support:**

- Reports to, and receives guidance and support from, the Chapter VP, Communications

### **Benefits:**

- Opportunity to develop communication and technology-related skills
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 3 hours

### **Qualifications:**

- Have functional knowledge of social media
- Be able to work with minimal direct supervision

### **Specific Duties:**

- Post information related to upcoming events on a weekly basis (or more often, if directed), starting as early as 60 days prior to an event
- Post information (including photos) related to past events, within 24 hours of the event's completion
- Manage membership of the Chapter's social media sites
- Share information with the Website Manager and Newsletter Editor and assist in fulfilling the responsibilities of those positions in their absence
- Regularly coordinate with the Chapter VP, Communications
- Attend Chapter general membership and Executive Committee meetings, as requested by the President or VP, Communications



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Newsletter Editor**

**Purpose:** The Southwest Chapter Newsletter Editor assembles and publishes the Chapter newsletters

### **Key Responsibilities:**

- Ensure the publication of six newsletters per Chapter year

### **Support:**

- Reports to, and receives guidance and support from, the Chapter VP, Communications
- Web-based training in the use of Real Magnet (Magnet Mail)

### **Benefits:**

- Opportunity to develop communication skills
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 3 hours

### **Qualifications:**

- Possess strong writing skills
- Ability to utilize Real Magnet to create the newsletters
- Be able to work with minimal direct supervision

### **Specific Duties:**

- Collect information and photographs related to past and upcoming Chapter events, write a brief synopsis of each item, and post material to Real Magnet using the established template/format
- Complete the draft of each newsletter by the end of the odd-numbered months
- Share information with the Social Media Director and Website Manager
- Regularly coordinate with the Chapter VP, Communications
- Attend Chapter general membership and Executive Committee meetings, as requested by the President or VP, Communications



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter - Awards & Honors Chair

**Purpose:** The Southwest Chapter Awards & Honors Chair supports member engagement by ensuring that Chapter members are recognized for their contributions to the Chapter, ASSP, and the safety profession.

### Key Responsibilities:

- Develop and oversee the Awards & Honors program, including designation of awards and recognition, all relevant application and selection processes, and ensure presentation of awards to honorees

### Support:

- Online resources from ASSP
- Transition meeting with outgoing Awards & Honors chair
- Additional support available from the Chapter President and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop leadership and human resource management skills
- Earn certification maintenance points

### Time Commitment:

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 6 hours

### Qualifications:

- Must be an ASSP member in good standing
- Have or be willing to develop understanding of chapter members' work and accomplishments
- Have or be willing to develop working knowledge of chapter and ASSP awards and honors programs
- Helpful to have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

- Complete one module of officer training by 8/31:
  1. Basic training: - ASSP overview
  
- Establish an Awards & Honors committee of at least three Chapter members by 8/31.
- Work with the committee to coordinate the Chapter's Safety Professional of the Year (SPY) recognition program through the identification of qualified nominees, the review of application packets, and the selection of a SPY award recipient.
- Submit the Chapter SPY recipient's name and information for the annual Region III SPY award by 3/1.
- Work with the VP, Professional Development to identify and coordinate awards and recognitions to be announced during the annual Chapter PDC.
- Work with VP, Member Services to coordinate the distribution of long-service recognition on significant anniversary dates.
- Work with the 1<sup>st</sup> Vice President and the VP, Professional Development to coordinate recognition of members at meetings and events.
- Work with VP, Communications to coordinate the recognition of members through Chapter communications (e.g., newsletter, website, social media) and local media.
- Suggest additional regular or ad hoc chapter awards to the Executive Committee, as appropriate. Examples include:
  1. Safety Professional of the Year (chapter and promotion to region)
  2. Speaker of the Year
  3. Volunteer of the Year
  4. Officer (elected and appointed) awards and recognition
  5. Student-section-related awards (e.g., papers, presentations, projects)
  6. President's Award
  7. PDC awards/speaker recognition



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Government Affairs Liaison**

**Purpose:** The Southwest Chapter Government Affairs Liaison serves as liaison between Chapter membership and Society's government affairs committee.

### **Key Responsibilities:**

- Facilitate and lead the Chapter's involvement in state government affairs, working in partnership with ASSP staff and other ASSP Chapters to ensure that the voices of ASSP members are included in deliberations

### **Support:**

- Transition meeting with outgoing Chapter Government Affairs Liaison
- Additional support available from the Chapter President and [ASSP Chapter Services](#)

### **Benefits:**

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

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: up to 1 hour

### **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop an understanding of OSH federal, state and local legislation and the legislative process
- Have or be willing to develop an understanding of Chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

- Develop, and deliver to the Executive Committee, a plan for revitalizing the role of Government Affairs in the Southwest Chapter.
- Regularly coordinate with the Chapter VP, Communications to:
  - Provide updates to membership on federal, state and local OSH-related legislation
  - Transmit information to membership related to Society's efforts at the national level
  - Solicit feedback from membership
  - Stimulate participation by the membership
- Attend Chapter general membership and Executive Committee meetings, as requested by the President.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Southwest Chapter-Foundation Liaison

**Purpose:** The Southwest Chapter ASSP Foundation Liaison ensures that Chapter members are aware of opportunities to give to the [ASSP Foundation](#) 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

### Support:

- Transition meeting with outgoing chapter foundation liaison
- Additional support available from the 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: One 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 modules of officer training by 8/31:
  1. Basic training: Chapter operations
  
- Coordinate Chapter efforts to raise donations for the ASSP Foundation either through soliciting/suggesting individual donations and/or organizing chapter events resulting in donations.
- Work with the Awards & 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.
- Become familiar with the ASSP Foundation's administration (on our Chapter's behalf) of the Roy Kinslow scholarship and provide updates to the Chapter as necessary on the status of that scholarship (recipients, amount, balance, etc.).
- Research and suggest additional scholarship funding opportunities to the Executive Committee, as appropriate.



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## **Southwest Chapter - Professional Development Conference Committee Chair**

**Purpose:** The Southwest Chapter Professional Development Conference (PDC) Committee Chair ensures the delivery of a high-quality PDC that meets the needs and desires of Chapter members.

### **Key Responsibilities:**

- Plan and execute the Chapter's annual PDC
- Develop and manage a PDC Committee with members that are responsible for specific elements of the PDC

### **Support:**

- Online resources from ASSP
- Transition meeting with outgoing Chapter PDC committee chair
- Additional support available from Regional Operating Committee, the Chapter President, and [ASSP Chapter Services](#)

### **Benefits:**

- Opportunity to develop leadership, project management and instructional design skills
- Opportunity to network with other safety professionals
- Earn certification maintenance points

### **Time Commitment:**

- Term of office: One year, July 1 - June 30
- Average hours per month: Up to 4 hours in non-PDC months; up to 12 hours in 1 to 2 months prior to PDC, plus travel to and on-site coordination of PDC (hours may increase for joint or regional PDC support)

### **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop understanding of project management and instructional design principles
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction

- Able to work effectively in a team setting and communicate with diverse audiences

### **Specific Duties:**

- Complete one module of officer training by 8/31:
  1. Basic training:- ASSP overview
- Select an appropriate date in April for the annual PDC.
- Secure a PDC venue and present the proposed contract to the Executive Committee for approval.
- Obtain a keynote speaker.
- Develop the PDC's speaker program with content that is aligned with Chapter members' needs and interests.
- Work with prospective speakers to anticipate and identify those requiring honoraria and/or reimbursement of travel expenses.
- Invite and secure a sufficient number of vendors to achieve revenue requirements.
- Work with the VP, Communications to market the PDC to Chapter members and to the safety community in the Chapter's geographic area and beyond.
- Make provision for food and beverage service for PDC attendees.
- Make provision for appropriate recognition of PDC attendees, speakers, and vendors.
- Arrange for door prizes, as appropriate.
- Serve as liaison to the contract marketing vendor.
- Schedule and chair monthly PDC committee calls from July through February, and weekly PDC committee calls from March through the week prior to the PDC.
- Work with PDC Committee members to ensure that all members understand and are actively pursuing completion of assigned duties.
- Assist the VP, Professional Development in the creation of a PDC budget.
- Coordinate the CEU application process for PDC educational programming with ASSP.
- Collaborate as needed with representatives from other chapters, as appropriate.
- Communicate with the VP, Professional Development at least twice per month.
- Ensure smooth transition to incoming Chapter PDC Committee chair.