

ASSE Southern Oregon Chapter

2017/2018 CHAPTER OFFICER RESPONSIBILITIES

Welcome to your new role as an American Society of Safety Engineers, Southern Oregon Chapter Executive Board member. We are delighted that you have joined our team and feel strongly that we are making a difference in the health and safety of thousands of Southern Oregonians.

The name of our chapter is "The Southern Oregon Chapter of the American Society of Safety Engineers." ASSE prefers that we refer to our organization as "Chapter," and that we refer to the bigger supporting organization as "Society."

PURPOSE:

The purpose of this Chapter shall be to promote the advancement of the safety profession and safety professionals in the geographical area served.

OBJECTIVES:

- To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
- To develop and disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.
- To provide and support forums for the interchange and acquisition of professional knowledge among its members.
- To foster liaison with local organizations of related disciplines.
- To inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.
- To conduct Chapter affairs in a manner that will reflect the standards, purposes, and objectives of the Society.

OFFICER RESPONSIBILITIES:

President

- Preside at regular and special meetings of the Executive Committee and the membership, and facilitate at least one strategic planning meeting of the Executive Committee annually.
- Represent the Chapter at meetings of other organizations where official representation of Chapter is desirable.
- Be a voting representative for the Chapter at the Area Operating Committee or Regional Operating Committee meetings.
- Provide leadership for programs and activities for the Chapter during the term of office.

- Appoint such individuals and committees as are necessary to implement the objectives of the Chapter.
- Submit a completed annual planning template to the Area Director or Regional Vice President and Society Headquarters by August 15.
- Submit the annual performance report (COM-T) to the Area Director or Regional Vice President and Society by June 30th when the term ends.
- Submit the names of Chapter officers and delegates elected for the ensuing year to the Area Director or Regional Vice President and Society Headquarters by May 31.
- Represent as or appoint by proxy the Delegate to the Society House of Delegates, keeping the chapter informed of the House of Delegates actions and transmit the Chapter's opinions and views on Society activities to the House of Delegates.

Vice President

- Succeed to the office of the President and carry out its duties if the President is unable to serve.
- Receive automatic nomination to the office of President the following year.
- Assume responsibilities for the work of Committees as assigned by the President.

Secretary

- Maintain Chapter records and correspondence.
- Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- Track meeting attendance and report attendance data for the Chapter and Society.
- Assume the duties of the Treasurer, as necessary.
- Retain custody of the Chapter Charter.

Treasurer

- Maintain all financial records of the Chapter.
- Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- Prepare and provide financial reports for the Executive Committee, Chapter members, Society, or auditors.
- Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- Submit a completed Chapter Dues Report by March 1 to Society Headquarters.
- Complete the Chapter's audited income and expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.

Membership Coordinator

- Coordinate Membership activities.
- Carry out membership functions, as described in the Society's Membership Chair manual.

Past President

- The Past President position shall automatically be assumed by the outgoing President at his/her end of office term.

Program Coordinator

- Coordinate Program activities including planning and developing the monthly speaker presentation programs.
- In conjunction with the Executive Committee, plan safety-training workshops that would be of interest and of need to Southern Oregon employers and safety professionals.

Conference Committee Chair

- Chair the annual Conference Planning Committee, which develops and produce the annual Safety and Health Conference.
- In conjunction with the Executive Committee, plan safety-training workshops that would be of interest and of need to Southern Oregon employers and safety professionals.

Communications Coordinator

- In conjunction with the Executive Committee, oversee a Chapter public relations program.
- Be responsible for overseeing the publication and distribution of a monthly newsletter from the Chapter. This includes a meeting notice at least 14 days prior to the next Chapter meeting.
- Oversee the Chapter website to ensure its professional appearance and the content is current, complete, and accurate.
- Oversee timely press releases on newsworthy ASSE-related events to appropriate media.
- Assist with publicity for the annual Safety and Health Conference and any other ASSE sponsored workshops, events, or seminars.

Government Affairs Coordinator

- Chair the Governmental Affairs Committee, which studies, tracks, and keeps members apprised as to both state and federal upcoming legislation and regulations. Updates can consist of announcements at chapter meetings, specific programs pertaining to changes, and newsletter articles.

Delegate to the House of Delegates

- Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
- Keep the Chapter informed of House of Delegates actions and proposed actions.
- Act on House of Delegates mail ballots on behalf of the Chapter.

Operations Coordinator

- Update the Executive Committee regarding monthly COM-T performance items and due dates.
- Advise the Executive Committee regarding chapter recognition opportunities as they arise or may be considered during activity planning.
- Maintain the master compilation of COM-T achievements for the year.
- Prepare the annual COM-T Report for Executive Committee review by June 1st each year and work with the President to submit the COM-T report to Society by June 30th of each year.