**ASSP Council on Practices and Standards Self-Evaluation Matrix**

The purpose of the Council on Practices and Standards (CoPS) Self-Evaluation Matrix is to assure that each practice specialty or common interest group (PS or CIG) fulfills its purpose as stated in Section 11.2 of the Council on Practices and Standards Operating Procedures:

“The purpose of each practice specialty or common interest group is to promote the advancement of the safety profession and to foster the professional well-being and development of its members.  A practice specialty or common interest group represents a specific SH&E expertise, industry or discipline.    The practice specialty or common interest group shall assist in developing and supporting the Society strategic plan and develop and define resources to accomplish the mission, purposes, goals and objectives of the Society.”

In order for the Self-Evaluation Matrix (Matrix) to serve as a means to govern the activities of practice specialties and common interest groups or common interest group minimum performance criteria have been established by the Council based upon relevant Standard Operating Procedures (Society Operating Guidelines, Section 11, Council on Practices and Standards) and the needs of both the Council and the PS or CIG and their members. This document should be used by each PS or CIG Administrator and their Advisory Committees to guide their activities and planning throughout each Program Year. It also serves as the document that is submitted to the CoPS Awards and Honors Committee to determine the receipt of Council awards.

The Matrix is composed of two sections. The first delineates the minimum performance requirements for each PS or CIG. To be eligible for either gold or silver status a practice specialty or common interest group must first meet the initial requirements. The second section provides each PS or CIG with the opportunity to demonstrate those tasks and activities they have undertaken that are over and above the mandatory requirements.

Each PS or CIG is expected to maintain appropriate documentation of any of their achievements and tasks completed. Supporting Documentation does not need to be submitted at the time of the application but must be made available upon request.

**Section I – Governance and Administration**

Minimum practice specialty or common interest group governance requirements are detailed in this section of the Matrix. PS or CIGs can then be considered for the second section to qualify for an award if the following requirements below are met.

|  |
| --- |
| **Section I – Basic Elements** |
| **Element** | **Description** | **Yes** | **No** |
| Tactical/Operational Plan | Does the practice specialty or common interest group have a written tactical/operational plan that is reviewed by the Advisory Committee on an annual basis to move the Society Strategic Plan forward? |  |  |
| Advisory Committee | Does the practice specialty or common interest group have an Advisory Committee in place and does it include at least the following position/committee chairs? Each PS/CIG Admin can consolidate or expand based on needs of PS/CIG.* Administrator
* Assistant Administrator
* Secretary
* Content Coordinator
* Membership
* Awards and Honors (except Academics)
* Professional Development
* Government Affairs
* Standards
* Social Media
* Nominations/Elections

  |  |  |
| Meetings | Was the practice specialty or common interest group represented at Council meetings (either physical meetings or conference/virtual meetings) by either the Administrator, Assistant Administrator, or designated member of the PS or CIG Advisory Committee? |  |  |
| HOD Participation | Did the Administrator or his/her proxy attend the House of Delegates meeting? |  |  |
|  Blog Content | Did the PS or CIG maintain current content on their online blog, which is equal to a minimum of 10 submissions per year. Content can be:* Technical articles
* Links to current issues found elsewhere on the web with a short (4-5 sentences) intro about why this is of interest to your members [a link without any comments would not meet the requirement]
* Synopsis of a meeting, article or other document with technical or other pertinent information included
* Member spotlights
* Other relevant technical information
 |  |  |
| Communication | A. Did the Administrator submit at least four Administrator’s messages per year (average one per quarter)? (video or written) |  |  |
| B. Did the PS or CIG conduct Advisory Committee conference calls at least quarterly (minimum four times per year)? |  |  |
| C. Did the PS or CIG hold at least one Open Web Meeting with all members during the year? |  |  |
| Awards and Honors | Did the PS or CIG submit nominations for CoPS or CIG Awards? |  |  |
| PDC Participation – Roundtable Topic Submitted | Did the PS or CIG submit a Roundtable Topic? (selection not required) |  |  |
| LinkedIn Activity | Does the PS or CIG regularly post on social media sites (e.g.: LinkedIn)? Examples of postings include informational articles, requests for information, and member questions and answers. |  |   |
| Advisory Committee Succession Planning | Has the PS or CIG established a written succession plan with identified action items to identify qualified candidates for required contested elections. |  |  |

**Section II – Substantial Achievements by the practice specialty or common interest group**

1. What special projects or initiatives, of a technical or professional nature, did the PS or CIG undertake during the past year and what demonstrable impact did they have on ASSP, SH&E Professionals, and the practice of the profession? How did these initiatives positively impact the ASSP Strategic Plan? (Note: Please keep this section to no more than one page).
2. What activities did the PS or CIG add value to its membership? What demonstrable impact did these initiatives have on the membership? (Note: Please keep this section to no more than one page).
3. What additional factors and achievements do you believe warrant the PS or CIG for additional recognition? What demonstrable impact did these initiatives have on the membership? (Note: Please keep this section to no more than one page).