Chapter Operations Committee
Committee Member Position Description

Purpose: The Chapter Operations Committee facilitates the development of tools and resources to complement the education and training of chapter and section officers in support of ASSP members.

Key Responsibilities
● Support needs assessment of chapter officers to identify tools and resources required to enable chapter officers to fulfill their volunteer roles
● Evaluate existing resources and provide recommendations for enhancements or additions
● Develop additional resources that meet the needs of chapter officers
● Contribute perspective and experience to the work of the committee
● Participate in monthly conference calls

Support
● Orientation with Chapter Operations Committee chair and staff liaison

Benefits
● Develop transferrable project management skills
● Contribute to the growth and development of ASSP and the safety profession
● Earn professional certification maintenance points

Time Commitment
● Term of office: 2 years; maximum 2 terms; July 1 and June 30
● Average hours per month: 2 to 5 hours

Qualifications
● Professional member, member or international member of ASSP in good standing
● Experience volunteering with an ASSP chapter
● Able to work effectively in a team setting and communicate with diverse audiences
● Instructional design experience helpful

Contact
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The Chapter Operations Committee is a standing committee of ASSP's Council on Region Affairs. The council vice president appoints members. Nominations are reviewed each May and appointments are announced each June.