



## 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

- Serve in an advisory capacity 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
- Contribute perspective and experience to the work of the committee
- Participate in conference calls

### Support

- Orientation with Chapter Operations Committee chair and staff liaison

### Benefits

- Develop transferrable team and consensus-building skills
- Contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

### Time Commitment

- Term of office: 3 years; July 1 and June 30
- Average hours per month: 2 to 5 hours

### Qualifications

- 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

### Contact

Staff Liaison: Arielle Semmel  
Title: Senior Manager, Communities  
E-mail: [asemmel@assp.org](mailto:asemmel@assp.org)  
Phone: 847.768.3403

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.

