



Leadership Conference Planning Committee

Committee Member Position Description

Purpose: The Leadership Conference Planning Committee supports the success of ASSP member communities through the development and delivery of an annual conference that helps volunteer leaders gain the skills they need to be effective in their roles.

Key Responsibilities

- Determine conference sessions and recommend session facilitators, including keynote presentation, based on the current needs of ASSP volunteers and the broader organization
- Participate in regular conference calls, primarily between April and November
- Provide on-site support during Leadership Conference each October
- Evaluate participant feedback and provide recommendations for enhancements to the conference structure and programming
- Contribute perspective and experience as an ASSP leader to the committee's work

Support

- Orientation with Leadership Conference Planning 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: 3 years; Jan. 1 to Dec. 30
- Average hours per month: 2 to 3 hours, plus travel to attend 2.5-day Leadership Conference

Qualifications

- Member of ASSP in good standing
- Experience volunteering with an ASSP member community
- Able to work effectively in a team setting and communicate with diverse audiences

Contact

Staff Liaison: Arielle Semmel

Title: Senior Manager, Communities

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The Leadership Conference Planning Committee is a standing committee of the Council on Region Affairs and the Council on Practices and Standards. The council vice presidents appoint members. Nominations are reviewed each December and appointments are announced in January.

