



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Chapter Leader Orientation

Sarah Amdor

Manager, Leader Development

Mike Thill

Manager, Chapter Communities

A vibrant community

ASSP chapters provide *accessible* opportunities for ASSP members to become *better* safety professionals



2025-26 Chapter Year Overview

July

- Chapter year begins
- New leaders take office
- **Leadership Conference:** Volunteer Kick Off

August

- Operational plan due
- Taxes filed

September

- **Leadership Conference:** Strengths-Based Leadership

October

- **Leadership Conference:** 1-day virtual event to support community operations and member engagement.

December

- **Leadership Conference:** Building Trust
- Long Service Recognition sent to members
- Advisory Group counts set

January

- Appoint chapter nominations & elections committee
- **Leadership Conference:** January Jumpstart

February

- Chapter & Region Safety Professional of the Year deadline

March

- Dues notification due (for only if chapter dues changing)
- Chapter elections

May

- **Leadership Conference:** Leading Through Conflict
- Chapter elections
- Leadership & Financial report due

June

- Leader transition meetings
- Submit COMT report
- Chapter year ends
- **In-Person Leadership Conference**



Chapters, Regions & Areas

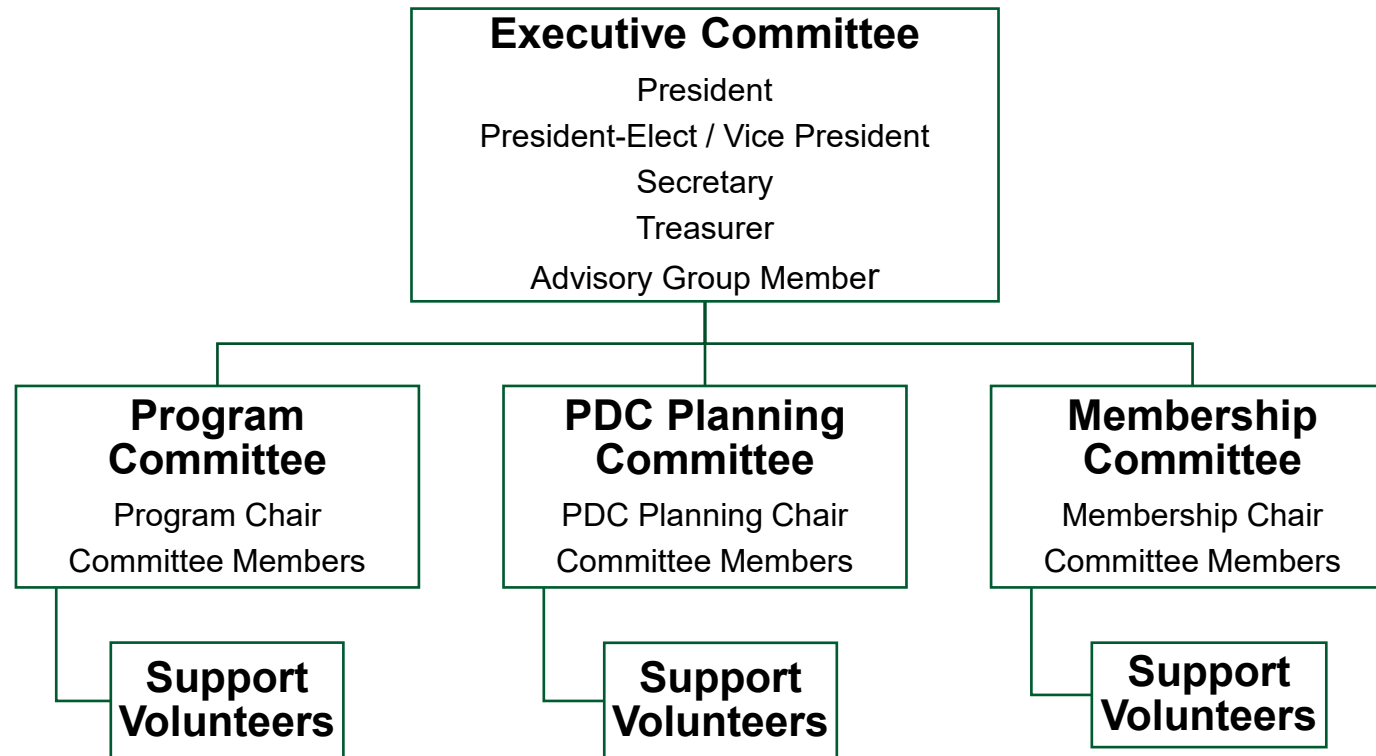
Chapters

- Chartered by ASSP to provide local opportunities for ASSP members
 - Operate under a legal agreement with ASSP
- Independent legal organizations and are governed under chapter bylaws

Regions & Areas

- Legally part of ASSP operations to oversee and support chapters
- Governed under ASSP's bylaws

Chapter Leadership Structure



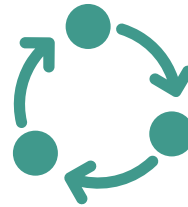
Requirements for Chapters

Society Operating Guideline 8.5: Maintenance of Chapter Charter

<https://www.assp.org/about/society-bylaws-and-guidelines/society-operating-guidelines/sog-section-8-5>



Member Value
Requirements



Operational Activity
Requirements



Reporting
Requirements

Chapter Operations Management Tool



Planning



Feedback &
reporting



Chapter
recognition

Chapter Resources



Chapter Resources

- Membership database management (rosters)
- Dues invoicing & collection
- Annual tax & incorporation filings
- Liability & insurance coverage
- Subsidized web hosting services
- CEU award coordination & processing
- Chapter recognition program
- Leader trainings
- Day-to-day operational support
- Tools, templates & more!





Chapter Rosters

What rosters can do for you

- Monitor member lists
- Identify new members
- Communicate with members
- Deliver personalized messages

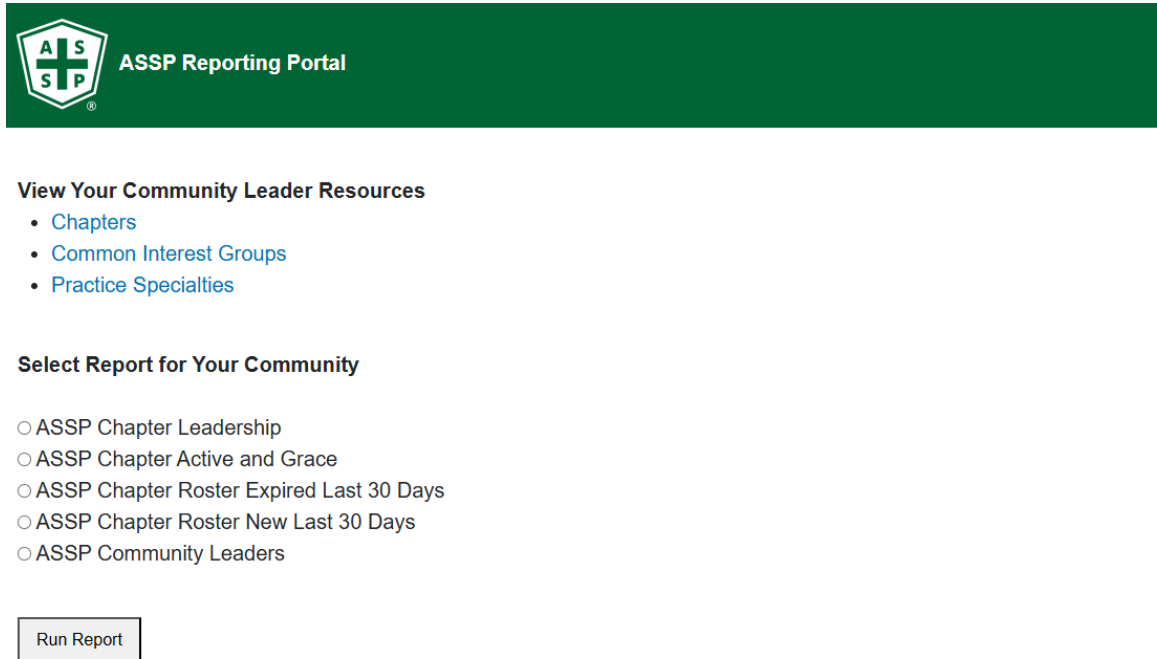
What to remember

- Always follow roster terms of use
- Always use a new roster
- Always follow communications rules & best practices

More information:

<https://www.assp.org/community-leader-resources/chapters/chapter-management/chapter-rosters>

Updated Chapter Report Portal



We're in the final stages of launching a new and improved reporting portal that will make it easier to access member rosters and reports for your community. This upgraded portal will replace the current system and deliver a more streamlined, user-friendly experience.

- Current logins expire: Saturday, August 30. After this date, you won't be able to access the old portal.
- Portal status: In testing now, with launch targeted for next month.
- If you need a report prior to launch, please email chapterservices@assp.org with your request (include community and information you are requesting).



Web Tools

- Chapter email addresses
 - Contact Us form on website
- Real Magnet / Higher Logic commercial email account
- Crowd Signal survey account
- Google Drive account
- YouTube channel
- Training
- Support
 - chapterwebupdates@assp.org
 - asspchaptersupport.freshdesk.com





Leadership Development

- [On demand role trainings](#)
- [Lead Forward: ASSP Volunteer Leadership Development](#)
- [ASSP Leadership Conference](#)

2025-26 Events



Lunch & Learn: Strengths-Based Leadership

- September 9, 2025

Leadership Conference Virtual Event

- October 23, 2025

Lunch & Learn: Building Trust

- December 12, 2025

January Jumpstart Webinar

- January 2026

Lunch & Learn: Developing Conversational Intelligence

- March 10, 2026

Volunteer Week Celebration Webinar

- April 2026

Lunch & Learn: Developing Conversational Intelligence

- May 19, 2025

Leadership Conference In-Person Event

- June 14, 2026
- Anaheim, CA



In-person Experience: Integration with Annual Conference

- Held day prior to annual conference
- Open to incoming, outgoing and continuing volunteers
- Open to wider volunteer audience
- Integrated into Safety conference attendee experience
- Content focus shifts toward equipping leaders to support strategic priorities



ASSP Leader Update

- Key updates & reminders
- Featured resources
- News to share
 - ASSP news
 - Industry updates
- Chapter highlights
 - Submit yours to chapterservices@assp.org



ASSP Leader Update

Brought to you by the American Society of Safety Professionals (ASSP)

Hello ASSP Community Leaders,

Thank you for your continued dedication to ASSP and the members you serve. We appreciate all you do to strengthen and grow our communities.

Each month you will receive an [ASSP Leader Update email](#) that contains important reminders as well as ASSP news to share with your members. This month, we're sharing resources that will help you throughout the year as well as a few reminders.


Here's what you need to know for July:

NEED to KNOW

Welcome leaders to the 2025-26 program year! You are truly a dedicated and passionate group of safety professionals! We're excited to have you here!



Community Leader Resources

 CLR

[Print Page](#)

[Chapters](#)

[Common Interest Groups](#)

[Practice Specialties](#)

Featured

[President's Message](#) →

Read the ASSP president's thoughts on the safety profession.

[ISO 45001 Standard](#) →

This game-changing standard provides a global foundation for worker safety.

You Can Be Sued

Liability Insurance from Complete Equity Markets, Inc.



ASSP and its volunteer member community leaders connect great resources and great people to help members grow professionally through education, networking and leadership opportunities.

Community Leader Resources

Whether you are getting ready to step up as a leader of your member community, have just taken office or have been involved for years, we want to ensure that you have the tools and resources you need to be a successful volunteer leader.

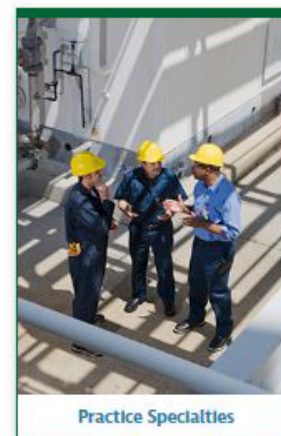
Explore the opportunities and resources for your community.



Chapters



Common Interest Groups



Practice Specialties



AMERICAN SOCIETY OF SAFETY PROFESSIONALS COMMUNITY

Dashboard COVID-19 Discussions Member Directory Communities Events [STAFF ONLY] Settings

Arielle

Chapter and Section Leaders

Private

Home Discussions Members Files Photos Videos Message Search Settings Group Admin

Group News

- * Rosters - rosters are located in your account under a "my groups" tab - leaders with access to rosters are included in the roster instructions
- * Key Dates - important dates throughout the year of reports due and other deadlines
- * Community Leader Resources - this area is located in the Membership tab of assp.org and provides links to role descriptions and leadership training, as well as guidance on chapter engagement (meetings/awards/etc) and management (rosters/financials/order forms)
- * Chapter Services - we are here for you - chapterservices@assp.org

START A NEW DISCUSSION

Newsfeed

Doris Burns posted new forum topic 28d

Chapter and Section Leaders

Survey - please pass along

Hello Chapter Leaders!

Group Information

Category:
Committees

Description:
Chapter and Section Leaders group will provide networking and best practice sharing space for you to connect with one another and develop solutions for any challenges as you provide a valuable experience for ASSP members.

Access:
Private

Location:
520 N. Northwest Hwy., PARK RIDGE, IL 60068, United States

Members:
1310

Staff Liaison: Geri Golonka

Geri Golonka

Chapter & Section Leader Group

- Online ASSP Community
- Connect with other leaders
- Post your questions
- Share best practices
- Develop solutions to common challenges

<https://community.assp.org/groups/home/35>





Additional resources

Online

Community Leader Resources: <https://www.assp.org/community-leader-resources>

Chapter bylaws: <https://www.assp.org/community-leader-resources/chapters/chapter-management/chapter-bylaws>

Society Operating Guidelines: www.assp.org/about

Chapter & Section Leader Group on the ASSP Community: <https://community.assp.org/groups/home/35>

Chapter Leader Update & other Chapter Services emails

Training resources: <https://www.assp.org/community-leader-resources/chapters/chapter-leadership-training>

Other ASSP Volunteers

Area Director

Regional Vice President

Other chapter leaders

Staff Contacts

Mike Thill
Manager, Chapter Communities
mthill@assp.org

Arielle Semmel
Senior Manager, Communities
asemmel@assp.org

chapterservices@assp.org
chapterwebupdates@assp.org



WE ARE ASSP