Chapter Operations Management Tool (COMT) Guidance

2018-2019 Chapter Year

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Overview

The Chapter Operations Management Tool (COMT) is the main report for chapters. It is a tool to help you plan your chapter's annual activities, track performance throughout the year, and share your successes and challenges with Society as you deliver the shared chapter value to members:

> ASSP Chapter Communities provide *accessible, face-to-face* opportunities for ASSP Members to become *better* safety professionals.

The COMT also serves as the primary record-keeping mechanism for the chapter recognition program, which celebrates the outstanding work of ASSP chapters each year. Each question is assigned a certain point value that reflects how closely the activity helps chapters provide value to members and ASSP, as well as recognizes the level of work involved. Chapters are recognized at the Annual Chapter Awards Luncheon during ASSP's PDC each June.

Bronze:	1383 – 2326 points
Silver:	2327 – 3647 points
Gold:	3648 – 5345 points
Platinum:	5346 – 6290 points

This document is designed to provide clarification of the questions in the COMT and to provide guidance as you plan and report your chapter's activities each year. In addition, you can use this document to facilitate conversations with your RVP, Area Director, and Society about the direction and operations of your chapter.

Rationale and examples are included for each question. In addition, there are a few **general guides** to consider as you complete the COMT:

- Most questions in the COMT have several pre-determined response options. These responses were developed from the insights and best practices shared by chapter leaders over the years. The responses are meant to serve as suggested practices that reflect healthy chapter activities and operations. When using the COMT as a planning tool, it is recommended you focus on the suggestions that provide the most value to your chapter's members.

- The activities you report should reflect coordinated efforts of the chapter and not the individual efforts of chapter members. For example, when thinking about membership recruitment work, a chapter initiative such as a Board member challenge qualifies for the COMT. The work of an individual Board member who happens to enjoy recruiting new members would not qualify (note: that person's efforts can be recognized through ASSP's Member-Get-A-Member campaign).

- Generally speaking, each activity should only be counted for one question in the COMT. For example, the activity of sending a welcome email to new members should be listed as *either* creating a personalized and welcoming environment (question 16) *or* additional chapter communication (question 27), but not both.

  At the same time, larger events often have many components that impact many areas of a chapter's work. Still only list the event as a whole in one, primary category. For example, organizing a PDC is primarily a professional development activity (question 25). You may also

consider listing particular elements of your PDC in other areas. For example, having a section take the lead on a track of the PDC is a way to support your chapter's section (question 24), including a jobs fair or career panel at the PDC is an example of providing employment information to members (question 19), and so on. When breaking down the elements of a larger event, be sure to be descriptive of the differences involved.

- Consider each pre-determined response option as an "any or all" response. That is, in regards to promoting safety in your community (question 25) a chapter may enter into partnerships. Regardless of the number of partnerships, only mark yes to the fourth option, "partner with other organizations or local businesses." That is, *do not* mark the box for a partnership with AIHA and also mark "other" for a partnership with a local job site or another safety organization.

- Many questions provide the opportunity to select "other" and describe an activity that is not listed as one of the response options to the question. Items listed under "other" must be materially different from either the pre-determined responses or additional "other" listings in any question in the COMT. For example, the activity of conducting a post-meeting survey can be reported through a pre-determined response to how your chapter determined member expectations (question 20) and therefore *should not* be listed as an "other" response to other ways your chapter communicates with its members (question 23).

For additional questions or clarifications, please contact your Regional Vice President, Area Director, or Chapter Services.

Thank you for sharing your passion with ASSP and providing your chapter members with accessible, face-to-face opportunities to become better safety professionals.

Section 1: Charter Requirements – SOG 8.10

Section 1 of the COMT focuses on the activities and reports that each chapter is required to complete in order to maintain its charter with ASSP. As such, most of the questions are fairly straightforward and include the requirement to upload various documents by different points in the program year.

1. Upload a Chapter Operational Plan (SOG Requirement) Due August 15

   Note: Your chapter may use the [Annual Chapter Operations Planning Template](#) or develop its own template for this report.

2. Upload your Annual Chapter Leadership Report (SOG Requirement) Due May 31

   Note: You will receive a form for this purpose from Society in January of each year.

3. Upload your Chapter Annual Financial Report (SOG Requirement) Due May 31

   Note: The Chapter Annual Financial Report can be downloaded from the [Chapter Financials](#) section of Community Leader Resources. Forms are listed by program year. Be sure to use the correct form for the year you need to report.

4. Please enter your total revenue and expense from your financial report

   Note: Total revenue is listed in row 16 of the Chapter Annual Financial Report; total expense is listed in row 38.

5. Upload your chapter's Financial Checklist (SOG Requirement) Due May 31

   Note: The Annual Financial Checklist form can be downloaded from the [Chapter Financials](#) section of Community Leader Resources.

6. Chapter Meeting Tracker (SOG Requirement) Chapters need to have educational meetings per [SOG 8.10](#) and your chapters bylaws.

   Note: There is no form to upload for this question; instead, fill in the fields for the meeting month, the number of attendees, whether it was an educational meeting, the type of meeting it was (face-to-face, tour, etc.), and whether or not CEUs were offered in the meeting tracker within the COMT. Do your best to report your meetings throughout the year rather than trying to locate all the information at the end of the year.

7. Upload and save your meeting attendee lists

   Note: You can upload up to ten meeting lists. While it is not required to upload your meeting lists to the COMT, doing so earns you bonus points toward chapter recognition. Tracking your meeting attendance through Event Espresso, the online registration system included with the web hosting package from ASSP, can streamline this process for your chapter.

8. How many meeting attendee lists did you upload in the previous question?

9. Number of required chapter reports submitted to the RVP and/or AD for each AOC and/or ROC meeting

10. Number of AOC and/or ROC meetings attended

   Note: The Chapter President, or that person's proxy, is required to attend at least one AOC or ROC meeting each program year. You chapter can earn bonus points by having a representative at more than one AOC / ROC during the year. Virtual attendance may qualify where necessary and with approval from your RVP.

   Regional and area operating committee meetings are opportunities for you to provide input into the decisions made for your region. In addition, these meetings often provide additional training and information to you to be a more successful leader in your ASSP community. You, your chapter, and your chapter's membership benefit from having a representative at these meetings.

11. Provide the names of your Nominations and Elections Committee (SOG Requirement)

   Note: There is no form to upload for this question; instead, provide the complete name of each member of your chapter's Nominations & Elections Committee in the fields provided.

12. Did your chapter publish a slate of candidates in the time frame required by your bylaws? (SOG Requirement)

   Note: A copy of your chapter's current bylaws can be downloaded from the Chapter Bylaws page in Community Leader Resources for your reference.

13. Required Chapter Website Updates – You are required to review your website quarterly (SOG Requirement)

   Note: You chapter website is your primary means to communicate with both your current members and individuals interested in becoming members of your chapter or attending your events. As such, it is important to keep your website up-to-date with fresh content added on at least a quarterly basis.

Section 2: Chapter Engagement, Membership & Communications

Section 2 of the COMT focuses on the ways in which your chapter is providing value to your chapter members.

14. Did your chapter hold an ASSP launch event for chapter members between June 1 – September 30, 2018?

☐ Yes

☐ No

Note: Chapters did a great deal of work to move forward with ASSP's evolution to the American Society of Safety Professionals behind the scenes (updating your bylaws, agreements, and more). In addition, chapters help ASSP members learn about and embrace the change through launch activities between the end of the previous chapter year and the start of this one. This is an opportunity to be recognized for the extra effort involved in hosting a member-focused engagement event incorporating the launch of ASSP.

15. What other ASSP member communities does your chapter partner with to create programming opportunities of value to members?

Note: The term partnership denotes a collaborative relationship in which both parties are contributing to the development of programming, including but not limited to determining topic area, coordinating logistics, marketing the event, and hosting the activity. Simple promotion of or attendance at another community's event does not denote a partnership. Programming may include but is not limited to: joint educational meetings, social events, professional development conferences, study groups, or other activities that provide value to ASSP members.

☐ Another ASSP chapter

☐ Our region

☐ An ASSP practice specialty

☐ An ASSP common interest group

☐ Other

Note: Other examples of partnering with other ASSP member communities may include any or all of, but are not limited to, the following:
- Collaboration with another unit of ASSP, such as the Risk Assessment Institute
- Collaboration with a section or student section for which your chapter is not the parent chapter (keeping the section's parent chapter informed)

16. How did your chapter take steps to create a personalized and welcoming environment to your members?

☐ Welcome new members with an e-mail, phone call, or personalized invitation to connect with the chapter on social media

Note: New member welcome communication should be personalized (i.e. addressed to the specific individual) and provide information about your chapter's activities, how to get involved with the chapter, where to find information about the chapter (website, social media, etc.), and contact information for the chapter.

Sample New Member communications can be found on the Membership Chair page of Community Leader Resources.

☐ Offer a new member orientation

Note: New member orientations extend beyond a general welcome. Orientations should include a brief Society overview, as well as information about chapter benefits, the times and locations of chapter meetings and additional activities, introductions to chapter officers, chapter communications platforms (ex. newsletters, social media, etc.), and ways to get involved in the chapter.

In-person orientations are the most effective and can take place in a variety of formats, including on a one-on-one basis as members join the chapter, during a special quarterly presentation before or after a regular meeting, or during a social event designed for new members.

☐ Personally greeting members at meetings

Note: Personal greetings at meetings may include any or all of the following:
- Welcoming individuals as they come through the door and/or sign in.
- Acknowledging members at the beginning of a meeting.
- Facilitating introductions at the beginning of meetings, such as hosts introducing members, members introducing themselves, and/or chapter leaders introducing themselves.
- Providing name tags at meetings to facilitate individual introductions.
- Acknowledging new members in particular at meetings.
- Offering a lower price for chapter members to attend chapter meetings and special events.

☐ Sending personalized e-mail invitations to meetings

Note: Personalized invitations to meetings may also include any or all of the following:
- Phone calls from Board Members.
- Phone calls or emails from other chapter members.

☐ Coordinated charitable community outreach that is meaningful to our members

Note: Charitable community outreach includes activities that are meaningful to chapter members in support of a charitable organization but do not directly promote safety in the community. Such activities may include, but are not limited to, collecting financial donations, hosting a toy drive or gathering other goods, or volunteering as a group. Community outreach that does directly promote safety may be reported in Question 25.

☐ Our chapter did not take any specific steps to create a personalized and welcoming environment to our members

☐ Other

Note: Other steps to provide a personalized and welcoming environment to your members may include any or all of, but are not limited to, the following:
- Announcing the names of new members in the chapter newsletter, with photos if available.
- Contacting expired members and/or members (phone call, email, social media, etc.) that have entered their grace period about renewing their membership.
- Providing one free meeting registration to new or prospective members.
- Hosting a social or networking event just for new members or designed for current members to provide a welcome to new members.
- Providing chapter and/or Society giveaways to new members, such as meeting calendar magnets, flash drives with chapter information, or pens, notepads, computer bags, or other logoed items.
- Making personal introductions between a new member and an existing member during the networking portion of a meeting to facilitate relationship building.
- Featuring new members on chapter's website and/or social media accounts.
- Chapter officers sending periodic personal messages to members throughout the year (ex. we missed you at the last meeting, were you aware of this benefit, how did your recent interview go, good luck on your CSP exam, etc.).
- Displaying a list of chapter members at meetings (ex. a scrolling PowerPoint presentation with members' names).
- Sending a personalized invitation to new members to connect with your chapter on social media (chapter Facebook page, Twitter, LinkedIn, WhatsApp, Telegram, etc.).
- Hosting or participating in charitable activities that have special meaning for your chapter's members.

17. How did your chapter recognize members for their service to ASSP and for their activities and achievements?

☐ Published in our newsletter, website, and/or social media

Note: This may include recognition for long service to ASSP, service to the chapter in a particular capacity (ex. thanking a PDC Committee Chair or greeters from last month's meeting), and/or members' personal achievements (ex. publishing an article in *Professional Safety Journal*, presenting at a PDC, or earning a new certification).

☐ Recognized at meeting

Note: This may include recognition for service in the chapter and/or members' personal achievements.

☐ Awarded long service recognition awards at our chapter meetings

Note: ASSP provides recognition certificates and gifts to members celebrating 25-, 40-, and 50-year anniversaries with ASSP each fall. If you would like a list of recipients from your chapter or to have the members' certificates sent to your chapter for a recognition event, please contact Chapter Services.

☐ We did not recognize members for their service to ASSP this year

☐ Other

Note: Other ways for chapters to recognize members for their service to ASSP and for their activities and achievements may include any or all of, but are not limited to, the following:
- Contacting chapter members that have shown leadership potential to inquire about their interest in Executive Board participation.
- Providing free registration to an awardee and the awardee's guest at the meeting or special event where the award is being presented.
- Hosting special recognition events, such as Member Appreciation Day, Past Presidents Dinner, Volunteer Appreciation Luncheon.
- Offering chapter members the opportunity to present at technical meetings based on their service and expertise.
- Providing various, smaller volunteer opportunities to chapter members that have shown leadership potential.
- Presenting a Chapter SPY Award and/or nominating the chapter SPY recipient for the Regional or Society SPY Award.
- Creating a chapter Hall of Fame or chapter award to recognize outstanding members and/or chapter members.
- Providing thank you gifts to volunteer leaders or guest speakers (ex. a plaque, a certificate of appreciation, a gift certificate, ASSP merchandise, free lunch, sponsoring membership fee, etc.).
- Sending a personal thank you through the mail, email, social media, or a call.
- Sending a letter to members' employer recognizing member and thanking the employer for their support.
- Donating to the ASSP Foundation in honor of the member being recognized.
- Sending welcome messages to recent graduates who have become full members of the chapter.

18. How did your chapter recruit new ASSP members?
    ☐ Leveraged the Society's annual Member-Get-A-Member campaign

Note: Information about the annual Member-Get-A-Member campaign can be found on the ASSP website. To learn more about how your chapter might leverage the campaign, contact Chapter Services.

☐ Contacted local businesses in the area

Note: This would include outreach to new businesses and/or members contacting their employers or job sites (and/or individuals where they are working) to provide information about the benefits of ASSP and chapter membership.

☐ Exhibited or attended local safety events to promote the chapter & ASSP

Note: Exhibiting at or attending local safety events may include any or all of the following: expos, PDCs, and/or meetings of other national or local organizations or coalitions dedicated to promoting safety and/or the safety profession.

☐ Partnered with the Chamber of Commerce (or comparable organization) to make connections with local contacts

Note: The term partnership denotes active participation and a collaborative relationship in which both parties are contributing to the development of programming. Simple membership of a Chamber of Commerce without active participation does not denote a partnership. If there is not an active Chamber of Commerce in your chapter's area, a comparable organization that coordinates services to promote the interests of a variety of local businesses would qualify.

☐ We did not take any pro-active steps to recruit new members this year

☐ Other
Note: Other ways chapters recruit new ASSP members may include any or all of, but are not limited to, the following:
- Setting up a chapter recruitment campaign or participating in a regional recruitment campaign with a promo code from Chapter Services.
- Hosting recruitment events in partnership with other ASSP communities (another chapter, a Practice Specialty, or a Common Interest Group).
- Maintaining a list of non-members who attend meetings and inviting those guests to become members through chapter communications (newsletters, social media, website information, etc.) or direct contact (direct mailings, emails, and/or phone calls).
- Hosting a bring-a-friend meeting, social event, or campaign that encourages current Executive Committee and/or chapter members to introduce colleagues to the chapter and ASSP.
- Involving the chapter's student section in a call-list program to recruit new members to the chapter and help the students learn more about the benefits of full membership for when they graduate.
- Offering incentives for new members (ex. free first meeting, gift certificates, chapter or ASSP merchandise, etc.).

- Hosting special networking, social, or outreach events with the primary focus of recruiting new members.
- Inviting representatives of other safety organizations or coalitions in your area to attend chapter meetings to introduce them to the benefits of membership.
- Providing membership information on the chapter's website, including benefits of chapter membership, benefits from Society, and links to the on-line membership application.
- Providing special outreach to the chapter's student section members or students at local colleges and universities to promote the benefits of student membership (current students) and full membership (graduating students).
- Joining other business associations in the area for the purpose of networking (ex. Small Business Association).
- Establishing a young professionals group to encourage young professionals to maintain their membership.

19. How did your chapter provide employment information to your members?
   ☐ Posted local employment opportunities in our newsletter, website, and/or social media

   ☐ Promoted local employment opportunities at chapter meetings/events

   Note: This includes a jobs board in conjunction with the chapter's or region's PDC.

   ☐ Referred local employers to post jobs on the ASSP Job Board

   Note: This referral can take place in person, through regular chapter communications (email blasts, newsletters, etc.), and/or through social media posts.

   ☐ Referred local chapter members to post resumes on the ASSP Job Board

   Note: This referral can take place in person, through regular chapter communications (email blasts, newsletters, etc.), and/or through social media posts.

   ☐ We did not promote local employment opportunities to our chapter members

   ☐ Other

   Note: Other ways chapters provide employment information to member may include any or all of, but are not limited to, the following:
   - Appointing a Jobs Chair to manage chapter jobs boards and postings and to facilitate connections between job seekers and employers.
   - Promoting the chapter's jobs board through other ASSP communities, the Region, and/or local staffing companies.
   - Including career development sessions at chapter meetings, PDCs, or other events (ex. feedback on resumes from recruiters, mock interviews, career panels, etc.).

- Incorporating a regular jobs announcement portion in chapter meetings, newsletters, email blasts, social media accounts, and other chapter communication outlets for members to share open positions they are aware of.
- Developing a mentoring program for student section members, young professionals in the chapter, or professionals new to safety with the focus on current members providing career guidance to their mentees.
- Developing an internship program for student section members, young professional members, or professionals new to safety with the focus on current members providing internship opportunities with their companies.
- Hosting a specific career-focused meeting where members can talk with recruiters, receive resume feedback, participate in mock interviews, and/or hear from panelists about their careers.

20. How did your chapter determine member expectations and utilize this assessment?

Note: While feedback from individual members is important, this question is intended to capture the ways in which your chapter gathers, compiles, and uses input from your entire chapter membership beyond anecdotal conversations or quick polls of the members present in the room at chapter meetings.

☐ We conducted a member survey (separate from the Society Chapter Experience Survey)

Note: member surveys may be distributed in conjunction with special events of the chapter, new member welcome communication, and/or through an annual or quarterly survey distributed through email, a chapter's website, or social media accounts.

Other ways chapters determine member expectations and utilize this assessment include any or all of, but are not limited to, the following:
- Maintaining a record of one-on-one conversations and using that record to inform chapter decisions.
- Conducting a focus group with specific questions
- Hosting an open forum dedicated to soliciting member feedback and following up on issues from the discussion.

☐ We conducted a post-meeting evaluation after each meeting

Note: post-meeting evaluations may be distributed in hard copy form at the close of a meeting or electronically through email, newsletters, the chapter's website, or social media.

☐ We distributed the results of all surveys to the chapter officer team

Note: when survey results are shared with the officer team, the expectation is that the officers use this information to make decisions about the direction, management, and activities of the chapter.

☐ We shared the results with the chapter members

Note: sharing survey results with your members offers transparency for your chapter's operations. It can be helpful to include information about how the chapter plans to use the survey results in this communication – ex. continuing or changing the current meeting time or location, different speaker topics, getting more involved in community outreach, etc.

21. Please describe your chapter's efforts and practices in communicating to chapter members with chapter newsletters.

    Note: To ensure compliance with CAN-SPAM laws, it is expected that electronic newsletters are distributed using an email distribution service, such as RealMagnet. Newsletters sent through personal email accounts are strongly discouraged as they do not to meet CAN-SPAM requirements.

    ☐ Our chapter distributed our newsletter on a consistent schedule (i.e. monthly, quarterly)

    Note: distributing the chapter's newsletters on a consistent schedule demonstrates the activity level of the chapter to your members and helps them know when to expect to hear from you and when they should provide you with information that they want to share with other members.

    ☐ Our chapter distributed our newsletter more than four times a year

    ☐ Our chapter has designated volunteer(s) responsible for developing and distributing the newsletter(s)

    Note: designated volunteers may include a Newsletter Chair, but may also include others who help in the production, such as designated roles for writers, editors, photographers, etc. The individuals filling those smaller roles may rotate throughout the year, but the roles remain consistent and are regularly filled with volunteers from the chapter.

    ☐ Our newsletter(s) contain a mix of chapter news, Society news, and OSH content

    ☐ To earn Bonus Points check yes & upload an example of your newsletter below. A screenshot of an email newsletter qualifies.

22. Please describe your chapter practices and procedures in terms of your chapter website.
    ☐ Does your Officer page have officer photos and contact info?

Note: Providing up-to-date contact information for your officers enables current and prospective members of your chapter to learn more about chapter activities and getting involved. Provide accurate contact information that each officer will check regularly.

In order to protect the security of each officer's personal email account, it is strongly recommended that the position-specific emails that are available through the ASSP webhosting package be utilized.

☐ Did your chapter maintain its website with monthly content updates?

Note: You chapter website is a primary means to communicate with both your current members, as well as individuals interested in becoming members of your chapter or attending your events. As such, it is important to keep your website up-to-date with fresh content added on a regular basis.

Monthly content updates include, but are not limited to, posting information about chapter meetings and special events, providing post-meeting materials (ex. posting a speaker's PowerPoint slides or a video of the speaker), posting job listings and resumes for members, and highlighting news from the chapter, Society, and the OSH industry.

☐ Does your chapter have a designated volunteer(s) responsible for ensuring your website is up to date?

Note: Chapters may have a designated Webmaster, but may involve other volunteers in providing chapter content and website review. The individuals filling those smaller roles may rotate throughout the year, but the roles remain consistent and are regularly filled with volunteers from the chapter.

23. Please indicate other ways your chapter has communicated with its members
    ☐ Use of social media (chapter Facebook page, Twitter, LinkedIn, WhatsApp, Telegram, etc.)

    ☐ Chapter meeting notices distributed 3-4 weeks prior to the meeting date

    ☐ Follow-up meeting messages, thanking for attending & providing any meeting resources

    Note: Follow-up meeting messages may take the form of emails to attendees, thank you cards or postcards sent in the mail, and/or posting meeting information and materials on your chapter's website.

    Follow-up messages may include meeting notes (ex. speaker video or PowerPoint slides), contact information for speakers or vendors, a post-meeting survey, information about obtaining a transcript for CEUs, or other relevant information.

☐ Our chapter did not do any additional communications

☐ Other

Note: Other ways chapters communicate with members may include any or all of, but are not limited to, the following:
- Sending meeting reminders (1-2 weeks before, 1 day before, etc.).
- Utilizing a CAN-SPAM compliant email distribution service (ex. RealMagnet) that ensures the chapter is respecting members' contact preferences.
- Calling members to invite them to meetings and events or to provide additional information about the chapter.
- Sending direct mailing to members with information about the chapter or upcoming chapter events.
- Providing printed materials with chapter information at chapter meetings and events.
- Providing a confirmation message when members register for chapter meetings and events. (Event Espresso, the online registration included in your webhosting package from ASSP, has the capability to automatically send confirmation messages that you can customize.)

24. How does your chapter serve segments of your members?
☐ Our chapter holds regular meetings in a satellite location where a number of our members are located

☐ Our chapter holds meetings geared toward members in a specific industry that are separate from our regular chapter meetings

☐ Our chapter hosts programming specifically geared toward student members

☐ Our chapter hosts programming specifically geared toward young professionals

☐ Other

☐ Our chapter has sections and/or student sections

What are the things your chapter does to support your sections? (Will only appear if click "Our chapter has sections and/or student sections)
☐ Make sure section leadership attends most chapter meetings

Note: virtual participation is acceptable.

☐ Chapter website has a page for the section(s)

☐ Section updates are part of chapter meetings

☐ Section invites chapter members to its events

Note: the expectation is that chapter leadership also encourages chapter members to attend section meetings that they are invited to.

☐ Chapter ensures required paperwork is turned in on time

☐ Our chapter has not provided support to our section(s)

☐ Other

Note: other ways chapters support sections may include any or all of, but are not limited to, the following:
- Creating opportunities for sections to lead particular events or portions of events for the chapter (ex. a trivia night hosted by the student section, a construction section organizing a construction track at the annual PDC, student section fundraising during annual golf outing, etc.).
- Ensuring a representative from the chapter, either leadership or a designated liaison, is present at section meetings to facilitate the exchange of information.
- Organizing special chapter meetings presented by representatives from the section.
- Providing support in securing speakers for section meetings and events.
- Providing financial support for section leaders and/or members to attend trainings such as the local or Society PDC, Leadership Conference, or Future Safety Leaders Conference.
- Providing material resources, such as giveaways, to the section for recruitment drives and other outreach.
- Providing financial support for section activities that exceeds the amount specified in the chapter's bylaws.
- Holding joint meeting(s), events, awards ceremonies, etc., with the section(s).
- Offering discounted meeting or event attendance for student section members.
- Establishing a leadership mentoring program where chapter leaders provide operational guidance and support to section leadership.
- Nominating sections or section leadership for awards (ex. Student Section of the Year, chapter recognition award, etc.).

Section 3: Community Outreach

Section 3 focuses on your chapter's community outreach activities that relate specifically to safety. Many chapters engage in charitable work that is meaningful to chapter members and the local community; this work may be reported in Section 2 as they do enhance the member experience. However, for the purposes of this section only activities that directly relate to safety or raising the profile of safety and ASSP should be reported. That is, general toy drives or flood relief may be reported in Question 16 as providing a personalized and welcoming environment. On the other hand, this is the section to report donations of bicycle helmets to toy drives or first aid kits to flood victims, etc.

25. How does your chapter communicate or promote safety in your community?

☐ Participate in career day(s)

Note: Career days may be hosted by high schools, colleges and universities, and/or agencies or coalitions in the local community.

☐ Support a student scholarship or the ASSP Foundation

Note: For resources on establishing or managing student scholarships, contact the ASSP Foundation.

☐ Involvement in local organizations (ex. 4H)

Note: Involvement may include attending the meetings of the other organization (ex. ABC meetings), representing ASSP as a volunteer for an event of the other organization (ex. judging a science fair), delivering presentations on behalf of ASSP (ex. speaking with students about OSH careers), or other activities as part of a relationship with another organization.

Local organizations may include 4H or other youth clubs, schools (elementary, high school, or college where the chapter does not have a student section), local safety councils, local chapters of other safety organizations, social service agencies, or other organized groups.

☐ Partner with other safety organizations or local businesses

Note: Partnerships extend beyond simple involvement in one another's organizations. Partnerships are defined by working with one or more other organizations on a common goal or project.

Activities that are common among partnerships include, but are not limited to:
- Coordinating a PDC or other safety-focused events and conferences.
- Creating and delivering a safety awareness program in the local community.
- Establishing a formal relationship (MOU) to share some of the benefits of membership among each organization (taking care not to conflate the two memberships).

☐ Our chapter does not actively promote safety in our local community

☐ Other

    Note: Other ways chapters can communicate or promote safety in their communities may include any or all of, but are not limited to, the following:
- Meeting with local businesses to promote ASSP membership for their employees.
- Awarding a corporate safety award to a local business (and promoting the award through local media).
- Inviting businesses to advertise at technical meetings through sponsorship.
- Designating awards for science fair participants whose projects are related to safety.
- Serving on the board of a local safety council in the capacity of representing the ASSP chapter.
- Sponsoring local safety initiatives with monetary or materials donations.
- Representing ASSP at community events and conferences hosted by other organizations.
- Leveraging national and international days of recognition (ex. World Health Day, World Environment Day, etc.) to host safety local awareness events.
- Partnering with other ASSP communities (another chapter, Practice Specialty, or Common Interest Group) on safety-related outreach projects.
- Hosting a monthly radio or television show or podcast on local safety issues.
- Donating safety items to local charities (ex. bike helmets to Toys for Tots, first aid kits to flood victims, car seats to family support agencies, etc.).
- Hosting a Worker Memorial Day event to remember workers who have suffered death or injury on the job and raise awareness about workplace safety.
- Representing ASSP at local business's Safety Day programs.
- Participating in local or regional safety awareness programs (i.e. efforts that are like NAOSH but at the state, county, or city level in scope).
- Partnering with the ASSP Foundation to support a scholarship or professional development grant.
- Coordinating a local scholarship or professional development grant program.
- Inviting local media to charitable events to raise the profile of ASSP and safety issues in the local community.

26. Does your chapter support Safe + Sound Week or another national safety awareness campaign?

    ☐ Yes, explain

    Note: If your chapter participates in a national OSH awareness week outside the United States, you may also check yes for this question and use the explanation box to supply further details.

    ☐ No

Section 4: Professional Development

Section 4 focuses on the professional development opportunities that your chapter organizes for its members. Professional development activities that chapter officers participate in on their own do not qualify.

27. Please answer the following questions in regards to your chapter meeting planning and operations.

    ☐ Does your chapter collaborate across Society to source speakers? (ex. Practice Specialties, other chapters, etc.)?

    ☐ Does your chapter leverage technology to connect remote / virtual audiences to face-to-face meetings?

    ☐ Does your chapter offer CEUs at your event(s)?

    ☐ Does your chapter have a sponsorship program?

    ☐ Does your chapter offer certification study groups?

    Note: The study groups may be coordinated by Board members, chapter members who have volunteered to lead the group, and/or take the form of hosting a seminar such as the exam prep workshops offered by ASSP's Professional Development team.

Section 5: Leadership Training

Section 5 of the COMT focuses on training that your chapter's officers have participated in to develop their leadership skills. The underlying intention is that chapter officers use this training to fulfill their role with the chapter and to improve the chapter's operations and activities, including sharing what they have learned with the rest of the chapter officers. Technical trainings, such as attending PDC or and OSHA program, while important professionally, do not qualify as leadership training for this purpose.

28. Indicate the training opportunities your officers have participated in.
    ☐ Sent one officer to ASSP's Leadership Conference

    ☐ Sent additional officer(s) to Leadership Conference

    ☐ On-demand officer training modules from ASSP

    Note: Online officer training includes any or all of the modules found in the Leadership On-demand Training from ASSP.

    ☐ Other on-line leadership training

    - **Note:** Other on-line leadership training may include opportunities from ASSP such as any additional on-line leadership trainings for officers offered by ASSP Chapter Services staff (including other task-specific trainings) or on-line trainings offered by another organization.

    ☐ Chapter training at ROC meetings

    ☐ Individual training or transition meetings

    Note: Individual training indicates one-on-one training for incoming officers as part of their transition into leadership (i.e. a conversation between the outgoing Treasurer and the incoming Treasurer to go over requirements and procedures). Transition meetings would be special meetings in which a chapter's entire outgoing Executive Board meets with the incoming Executive Board to go over requirements, procedures, and recordkeeping. This includes the preparations outgoing officers make for such meetings, such as updating role descriptions and list of duties.

    ☐ Gathering best practices from other ASSP communities (another chapter, Practice Specialties, Common Interest Groups)

    ☐ Our chapter officers have not participated in any training

    ☐ Other

    Note: Other leadership training opportunities chapter officers participate in may include any or all of, but are not limited to, the following:

- Participating in any virtual or in-person training provided by your AD or RVP.
- Attending a leadership training organized by an organization other than ASSP and sharing the learning outcomes with the other officers.
- Hosting trainings for individuals who may be interested in chapter leadership before they run for elected office.
- Establishing a mentoring relationship between past officers and new officers that continues throughout the program year.
- Sending additional officers (beyond the minimum requirements) and/or emerging leaders to AOC / ROC meetings.
- Leveraging ASSP leadership and staff for specific trainings (ex. working with your RVP or AD to improve chapter operations, going through a training to learn how to manage the chapter's website).
- Establishing a cross-training program among officers to help everyone understand roles, responsibilities, and growth potential.
- Establishing a mid-year training review for chapter leaders and/or other volunteers.

29. Indicate the transition activities and resources your chapter provided for the transition of incoming leaders.

☐ Used the transition tools in Community Leader Resources

☐ Held a transition meeting of incoming chapter leadership

☐ Distributed and reviewed a duty checklist for all incoming chapter leaders

☐ Held an installation ceremony for new officers

☐ Shared best practices with another ASSP community (another chapter, Practice Specialties, Common Interest Groups)

☐ Our chapter did not conduct any formal officer transition activities

☐ Other

Note: Other transition activities and resources chapters provide for the transition of incoming leaders may include any or all of, but are not limited to, the following:
- Holding elections earlier than required in order to provide opportunities for job shadowing with and training from existing officers.
- Participating in a regional transition training call or webinar.
- Following up with new officers after 60-90 days to check-in on the transition and review information as needed.

30. Indicate what succession planning practices your chapter has leveraged.

☐ Used the succession planning tools in Community Leader Resources

☐ Sent one potential leader who is not currently serving as an officer to ASSP's Leadership Conference

Note: Potential leaders are those individuals who have been identified as strong candidates for future leadership positions but who have not yet held an office in the chapter.

☐ Sent additional potential leader(s) not currently serving as an officer to ASSP's Leadership Conference

☐ Kept a log of members who may be good volunteers

☐ Dedicated time at all Executive Committee meetings to talk about succession planning

☐ Provided small roles for potential leaders to get involved with (for example, greeters at meetings or helping with the registration desk)

☐ Our chapter did not do any succession planning activities

☐ Other

Note: Other succession planning practices chapters leverage may include any or all of, but are not limited to, the following:
- Inviting members to attend board meetings to learn about the roles and work involved.
- Creating job shadowing opportunities for potential officers.
- Having potential officers go through Society Overview and Chapter Operations modules of Leadership On-demand Training.