

NEW PROCESS

The annual chapter leadership form that you need to submit to report your leadership team for your chapter and any sections you oversee is NOW LOCATED IN YOUR "MY GROUPS" TAB in your account of the ASSP website..

This form is seen by the chapter president, vice president/president elect, nominations & election chair, secretary and the treasurer. This information is critical for ASSP to update your leadership team in our membership database to communicate with you throughout the year.

To view the full report, download into an excel format. The first seven columns on the report is the current leadership, this information is provided so you can see who is currently listed as your leadership team and the date their term ends. You can leave that information as is, or contact [Chapter Services](#) if anything has changed. The next few columns are where you will report your new leadership for the year.

Submitting the Form: You only need to submit this once and you'll submit it through question #2 of the Chapter Operations Management Tool (COMT).

We encourage you to download the [COMT Guidance Document](#) from the [Community Leader Resources](#) area of the ASSP website. This guide provides more detail and contains important reminders such as who can serve in elected positions and how to submit this form. If after reviewing this guide you still have questions, please contact [Chapter Services](#), your RVP or AD.