ASSP Council on Practices and Standards Self-Evaluation Matrix

The purpose of the Council on Practices and Standards (CoPS) Self-Evaluation Matrix is to assure that each practice specialty or common interest group (PS or CIG) fulfills its purpose as stated in Section 11.2 of the Council on Practices and Standards Operating Procedures:

“The purpose of each practice specialty or common interest group is to promote the advancement of the safety profession and to foster the professional well-being and development of its members.  A practice specialty or common interest group represents a specific SH&E expertise, industry or discipline.    The practice specialty or common interest group shall assist in developing and supporting the Society strategic plan and develop and define resources to accomplish the mission, purposes, goals and objectives of the Society.”

In order for the Self-Evaluation Matrix (Matrix) to serve as a means to govern the activities of practice specialties and common interest groups or common interest group minimum performance criteria have been established by the Council based upon relevant Standard Operating Procedures (Society Operating Guidelines, Section 11, Council on Practices and Standards) and the needs of both the Council and the PS or CIG and their members. This document should be used by each PS or CIG Administrator and their Advisory Committees to guide their activities and planning throughout each Program Year. It also serves as the document that is submitted to the CoPS Awards and Honors Committee to determine the receipt of Council awards.

The Matrix is composed of two sections. The first delineates the minimum performance requirements for each PS or CIG. To be eligible for either gold or silver status a practice specialty or common interest group must first meet the initial requirements. The second section provides each PS or CIG with the opportunity to demonstrate those tasks and activities they have undertaken that are over and above the mandatory requirements.

Each PS or CIG is expected to maintain appropriate documentation of any of their achievements and tasks completed. Supporting Documentation does not need to be submitted at the time of the application but must be made available upon request.

**Section I – Governance and Administration**

Minimum practice specialty or common interest group governance requirements are detailed in this section of the Matrix. PS or CIGs can then be considered for the second section to qualify for an award if the following requirements below are met. These are basic elements, “Yes” or “No” questions. Additional context and comments, regarding your community’s activities, should be provided in Section II.

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| **Section I – Basic Elements** |
| **Element** | **Description** | **Yes** | **No** |
| Tactical/Operational Plan | Does the practice specialty or common interest group have a written tactical/operational plan that is reviewed by the Advisory Committee on an annual basis to move the Society Strategic Plan forward? |  |  |
| Advisory Committee | Does the practice specialty or common interest group have an Advisory Committee in place and does it include at least the following position/committee chairs? Each PS/CIG Admin can consolidate or expand based on needs of PS/CIG.  |  |  |
| * Administrator
 |  |  |
| * Assistant Administrator
 |  |  |
| * Secretary
 |  |  |
| * Content Coordinator
 |  |  |
| * Membership Chair
 |  |  |
| * Awards & Honors Chair
 |  |  |
| * Professional Development Chair
 |  |  |
| * Government Affairs Chair
 |  |  |
| * Standards Chair
 |  |  |
| * Social Media Chair
 |  |  |
| * Nominations/Elections Chair
 |  |  |
| Meetings | Was the practice specialty or common interest group represented at Council meetings (either physical meetings or conference/virtual meetings) by either the Administrator, Assistant Administrator, or designated member of the PS or CIG Advisory Committee? |  |  |
| HOD Participation | Did the Administrator or his/her proxy attend the House of Delegates meeting? |  |  |
| ASSP Community | Do all advisory committee members have a photo included as part of their profile? |  |  |
| Does the community respond to questions within their area of expertise on the Safety Technical Talk Discussion? |  |  |
| Does your community engage members in your Discussion forum? Such as:* Welcome message
* Reply to messages
 |  |  |
| Does your PS/CIG initiate discussions in their Discussion Forum: (can include but not limited to):* Post links to industry news or articles and start discussion about them
* Start discussion about articles in current issue of PSJ
* Post hot topics for discussion
* Member spotlight
 |  |  |
| Communication | A. Did the Administrator submit at least four Administrator’s messages per year (average one per quarter)? (video or written) |  |  |
| B. Did the PS or CIG conduct Advisory Committee conference calls at least quarterly (minimum four times per year)? |  |  |
| C. Did the PS or CIG hold at least one Open Web Meeting with all members during the year? |  |  |
| Awards and Honors | Did the PS or CIG submit nominations for PS or CIG Awards? |  |  |
| PDC Participation – Roundtable Topic Submitted | Did the PS or CIG submit a Key Issue Collaboration Session for PDC? (selection not required) |  |  |
| LinkedIn Activity | Does the PS or CIG regularly post on social media sites (e.g.: LinkedIn)? Examples of postings include informational articles, requests for information, and member questions and answers. |  |   |
| Advisory Committee Succession Planning | Has the PS or CIG established a written succession plan with identified action items to identify qualified candidates for required contested elections. |  |  |

**Section II – Substantial Achievements by the practice specialty or common interest group**

1) What special projects, activities or initiatives, of a technical or professional nature, did the PS or CIG undertake during the past year and what demonstrable impact did they have on ASSP and/or OSH Professionals? (Note: Please keep this section to no more than one page).

How did these initiatives positively impact the [ASSP Strategic Plan](https://www.assp.org/about/strategic-plan)?

How did they provide value?

2) What additional factors and achievements, that you have not already mentioned, do you believe warrant the PS or CIG for additional recognition? What demonstrable impact did these initiatives have on the membership? (Note: Please keep this section to no more than one page).