# **ASSP Council on Practices and Standards Self-Evaluation Matrix (2019-2020)**

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 Society Operating Guidelines (SOG) [Section 11.2](https://asse1-my.sharepoint.com/%3Ab%3A/g/personal/chaguewood_assp_org/EW7f6YF0GRFKrLO681aA3k4BYbqdM_nIE402t1KPZNu8wQ?e=gvvURr) .

ASSP practice specialty communities provide members an accessible, virtual network of peers focused on developing and sharing technical and professional content and applying it to solve common safety challenges to become better safety professionals.

ASSP common interest group communities provide members an accessible, virtual and diverse network of peers, across age, gender, race, and ethnicity. Brought together by shared experiences, to become better safety professionals and promote inclusive safety cultures.

Help members grow professionally, by offering opportunities where members can:

* Take advantage of career advancement opportunities
* Develop leadership skills
* Attain certifications, attend training, and earn continuing education units (CEUs) to continuously develop themselves professionally and elevate the value of the Occupational Safety and Health (OSH) profession
* Expand their global network of safety professionals
* Grow their technical knowledge and expertise

Facilitate the exchange of collective technical and professional knowledge and expertise by connecting members to people who, and resources that:

* Provide solutions to common safety challenges
* Help them grow professionally and reach the highest level of performance

Promote positive safety cultures by fostering a supportive network of OSH professionals who:

* Share similar experiences or face similar challenges
* Want to develop solutions that make the world a safer, healthier place, and learn how to effectively build and sustain diverse safety cultures

## Guidance Document

In order for the Self-Evaluation Matrix (Matrix) to serve as a means to govern the activities of the PS and CIG communities, 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/CIG advisory committee to guide their activities and planning throughout the year. It also serves as the document that is submitted to the CoPS Awards and Honors Committee to determine the receipt of Council Recognition Awards.

## Council Recognition Award

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 PS/CIG must first meet the initial requirements in Section I. Section II provides each PS/CIG with the opportunity to demonstrate those tasks and activities they have conducted that are over and above the mandatory requirements. These items should positively align with SOG 11.2 and provide value to the members. Elements listed in Section I should not be reiterated in Section II.

Each PS/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 by the CoPS Awards and Honors Committee.

**Section I – Governance and Administration**

This section is required.

Minimum PS/CIG community 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. Please note, this matrix covers the period: April 1, 2019 – June 30, 2020 and is due: **JUNE 30, 2020**.

| **Section I – Governance and Administration**  |
| --- |
| **Element** | **Description** | **Yes** | **No** |
| Operational Requirements |
| 1.A. Operational Plan | 1.A. Does the practice specialty or common interest group have a written operational plan that is reviewed by its advisory committee on an annual basis to move the Society Strategic Plan forward? |  |  |
| 1.B. | 1.B. Was the operational plan submitted by August 15, 2019? |  |  |
| 2. Advisory Committee Succession Planning | Has the PS/CIG established a written succession plan with action items to identify qualified candidates for required contested elections? |  |  |
| 3. Advisory Committee Roster | Did the community submit their advisory committee roster for the 2019-2020 year by May 31, 2019? |  |  |
| 4. Advisory Committee | Does the PS/CIG have an advisory committee in place, and does it include at least the following positions or committee chairs? Each PS/CIG Admin can consolidate or expand these roles based on the needs of PS/CIG.  |  |  |
| * Administrator
 |  |  |
| * Assistant Administrator
 |  |  |
| * Secretary
 |  |  |
| * Content Coordinator
 |  |  |
| * Membership Chair
 |  |  |
| * Awards & Honors Chair
 |  |  |
| * Professional Development Chair
 |  |  |
| * Government Affairs Chair (Optional for CIGs)
 |  |  |
| * Standards Chair (Optional for CIGs)
 |  |  |
| * Social Media Chair
 |  |  |
| * Nominations/Elections Chair
 |  |  |
| 5. Council Meetings | Was the PS/CIG represented at Council meetings (physical meetings and virtual meetings) by either the Administrator, Assistant Administrator, or designated member of the PS/CIG advisory committee? |  |  |
| 6. HOD Participation | 6.A. Did the Administrator or their proxy attend the House of Delegates meeting at Safety 2019 in New Orleans? |  |  |
|  | 6.B. Did the Administrator or their proxy attend the House of Delegates meeting at Safety 2020 in Orlando? |  |  |
| Member Value Requirements |
| 7. ASSP Community | 7.A. Do all advisory committee members have a photo included as part of their profile? |  |  |
| 7.B. Do the PS/CIG advisory committee members respond to questions within their area of expertise on the Safety Technical Talk Discussion? |  |  |
| 7.C. Do the advisory committee members engage members in your Discussion forum? Such as:* Welcome message
* Reply to messages
 |  |  |
| 7.D. Do the PS /CIG advisory committee members initiate discussions in their online community: (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/emerging topics for discussion
* Member Spotlight
 |  |  |
| 8. A. Communication | 8. A. Did the Administrator submit at least four Administrator’s messages per year (average one per quarter)? (video or written) |  |  |
|  | 8. B. Did the PS/CIG conduct advisory committee conference calls at least quarterly (minimum four times per year)? |  |  |
| 9. Awards and Honors | Did the PS/CIG submit nominations for Council and/or individual community awards? (Council SPY and/or PS/CIG SPY). |  |  |
| 10. Social Media | Do the PS/ CIG advisory committee members regularly post on social media sites (e.g.: LinkedIn, other)? Examples of postings include informational articles, requests for information, and member questions and answers. |  |   |
| 11.Education | Organize at least one virtual educational session, that facilitates members achieving at least one of the following: * Expanding their technical knowledge
* Developing leadership skills
* Providing solutions to common safety challenges
* Growing professionally and reaching the highest level of performance
* Attaining re-certification points and/or CEU’s
 |  |  |
| 12. PDC Participation – KICS Topic Submitted | Did the PS/CIG submit a proposal for a Key Issue Collaboration Session for PDC? (selection not required) |  |  |
| 13. Session sponsorship | Did the PS/CIG agree to sponsor proposed sessions at the PDC? (acceptance of session not required) |  |  |

**Section II – Substantial Achievements by the Practice Specialty or Common Interest Group**

Council Recognition Award – This section is optional. However, in order to be eligible for gold status Section II must be completed. Section II should include anything that goes beyond what is listed in Section I above.

This section should only include coordinated efforts of the PS/CIG community and NOT the individual efforts of advisory committee members. For instance, an Advisory Committee member attending a conference on implementing safety management systems would not qualify as a substantial achievement of your community. However, if that member comes back with a wealth of knowledge and shares it with your membership via webinar, writing an article, community discussions, etc., that would qualify for inclusion on this matrix.

Stating that a member is also a member of another ASSP committee, council or board would not qualify, unless that member is specifically on the other committee, council or board officially representing the PS/CIG. If that is the case, please explain specifically how the member represents the PS/CIG on the other committee, council or board. Please provide details on how that provides value to your community members. Please be specific and cite examples.

1) What special projects, activities or initiatives of a technical, professional, or networking nature did the PS/CIG conduct during the past year that go beyond elements listed in Section I, and what demonstrable impact did they have on ASSP and/or OSH Professionals? Elements listed in Section I should not be reiterated in Section II. Please list separately. For each project, indicate how it positively aligns with [SOG 11.2](https://asse1-my.sharepoint.com/%3Ab%3A/g/personal/chaguewood_assp_org/EW7f6YF0GRFKrLO681aA3k4BYbqdM_nIE402t1KPZNu8wQ?e=gvvURr) and provides value to your members. Simply stating “it provides value” is not enough.

Example: Your advisory committee decided as part of their operational plan for the year, they would write an article on a hot topic within their industry for publication in PSJ. Together they selected a topic, did the research, wrote the article, submitted it to PSJ and got it published. This would certainly be something they would want to include in Section II. It is a coordinated effort on behalf of the PS/CIG, not just an individual who happens to be a member of the PS/CIG who published an article.

If your PS/CIG performs above the minimum requirement, it can be included on section II, but you need to show how that provided value to your members.

Samples of gold-level matrices can be found [online](https://community.assp.org/groups/files/folder/36/122) in the PS/CIG Advisory Group.

|  | **Section II – Substantial Achievements** |
| --- | --- |
|  | Project, Activity or Initiative(include dates) | How does it align with SOG 11.2? |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |