



## Key Chapter Dates 2020 - 2021

Due Date		Responsible Party
<b>These Items are Required to Maintain Your Charter</b>		
Aug. 15, 2020	<ol style="list-style-type: none"> <li>Annual Operational Plan uploaded to <a href="#">COMT</a> 2020-2021 Chapter Year. (<a href="mailto:chapterservices@assp.org">chapterservices@assp.org</a>)</li> <li>ASSP files taxes for Chapters under \$50,000 revenue</li> <li>Receipt of tax filing due for Chapters filing taxes</li> </ol>	Chapter President  ASSP  Executive Committee
May 31, 2021	<ol style="list-style-type: none"> <li>Previous fiscal year's annual <a href="#">financial reports</a> and <a href="#">Financial Checklist</a> uploaded to <a href="#">COMT</a>. Regional send to <a href="#">Chapter Services</a></li> <li>Annual Leadership Form uploaded to <a href="#">COMT</a></li> </ol>	Current Chapter, Area, and Regional Treasurers  Current Chapter President
June 30, 2021	<ol style="list-style-type: none"> <li><a href="#">Chapter Operations Management Tool</a> (for the 2020-2021 Year)</li> </ol>	Chapter President

<b>The Following Items are All Important Key Dates</b>		
Due Date		Responsible Party
July 1, 2020	<p>Chapter year begins and Society/Chapter officers begin terms</p> <p>Rosters accessible through ASSP website account "your groups" to reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&amp;E Chairs, and Membership Chairs.</p> <p>2021 Society Elections – Nominations Open</p>	All
Aug 15, 2020	<ol style="list-style-type: none"> <li><a href="#">Operational Plan</a> uploaded to COMT – Bonus Points by Aug 1</li> <li>ASSP files taxes for Chapters under \$50,000 revenue</li> <li>Receipt of tax filing due for Chapters filing taxes</li> </ol>	President/Executive Committee  ASSP Chapter Services  President/Executive Committee
Sept. 15, 2020	Society Officer Election candidate information due to Society	Society Office Candidates
October 2020	<p>October 10, 2020 Council on Region Affairs (CoRA) Meeting</p> <p>October 1-3 2020 – <a href="#">Leadership Conference</a></p> <p>Long Service Recognition Certificates sent to Chapter Presidents</p>	VP of CoRA  Leadership Conference Committee  ASSP Chapter Services



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

November 2020	<p>November 1, 2020 – <a href="#">Society Award</a> Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> <li>▪ Society Safety Professional of the Year (SPY)</li> <li>▪ Fellow Honor</li> </ul> <p>November 5-6, 2020 – <a href="#">Future Safety Leaders Conference</a></p>	<p>Award Sponsors and Candidates</p> <p>FSLC Committee</p>
December 2020	<p>December 1, 2020 - Appoint <a href="#">N&amp;E Committees</a> for the upcoming year's Chapter Officers and Delegates. Refer to your bylaws for additional details.</p> <p>December 31, 2020 - Date for determination of Delegate counts for the following year House of Delegates (HoD) - 2022 and chapter elections and for COMT Report</p>	<p>Current Chapter President</p> <p>ASSP HQ</p>
January 7, 2021	<p><a href="#">Society Award</a> Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> <li>▪ Outstanding Safety Educator Award</li> </ul>	<p>Award Sponsors and Candidates</p>
Feb. 1, 2021	<p>Deadline for nominations for <a href="#">Regional SPY Award</a></p> <p><a href="#">Chapter SPY</a></p> <p>2021 Society Election Slate finalized</p>	<p>RVP &amp; ROC</p> <p>Chapter President/AH Chair</p>
Mar. 1, 2021	<p>Society Election voting period begins</p> <p>Chapter <a href="#">Dues Report Form</a> due to ASSP <a href="#">Chapter Services</a> – only if chapter will be making a change in dues. Dues changes occur only once a year. A dues change requires a vote of the entire Chapter membership.</p>	<p>All ASSP Members</p> <p>Current Chapter President</p>
Mar. 15, 2021	<p>Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Charles V. Culbertson Volunteer Service Award</a> to ASSP Executive Committee</li> </ul>	<p>Governance Manager</p>
Mar. 31, 2021	<p>End of the Fiscal Year</p> <p>Society Election voting ends</p>	<p>ALL</p>
Apr. 1, 2021	<p>Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> <li>▪ Outstanding <a href="#">Student Section Award</a> to Chapter Services</li> <li>▪ Submit Region SPY Award Winners to <a href="#">Chapter Services</a></li> </ul>	<p>Student Section RVP</p>



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

<p>May 31, 2021</p>	<ol style="list-style-type: none"> <li>1. Previous fiscal year's annual <a href="#">financial reports</a> and <a href="#">Financial Checklist</a> uploaded to <a href="#">COMT</a> <ul style="list-style-type: none"> <li>• Bonus Points if uploaded on or before May 15, 2021</li> </ul> </li> <li>2. Annual Leadership Form uploaded to <a href="#">COMT</a> <ul style="list-style-type: none"> <li>* Bonus Points if uploaded on or before May 15, 2021</li> </ul> </li> </ol>	<p>Current Chapter, Area, and Regional Treasurers</p> <p>President/Executive Committee</p>
<p>June 2021</p>	<p>Host transition meeting in election years and plan for <a href="#">installation ceremony</a>.</p> <p>Review <a href="#">Chapter bylaws</a> with incoming leadership team. When <a href="#">changes</a> to bylaws are under consideration, provide a draft to RVP for review and input before the Chapter votes on the changes.</p> <p>Transfer all chapter administration materials to incoming chapter officers</p> <p>June 2021 – Council on Region Affairs Meeting</p> <p>June 6 - 9, 2021 – SAFETY 2021 in Denver, CO</p> <p>JUNE 30 – COMT REPORT DUE</p>	<p>Current Chapter President</p> <p>Current Chapter President</p> <p>All outgoing Chapter Officers</p> <p>VP of CoRA</p> <p>Current Chapter President</p>