



# Community Annual Management and Planning Tool (CAMPT) Guidance Document

2021-2022 Program Year (July 1, 2021 – June 30, 2022)

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## Overview

Our Community Annual Management and Planning Tool (CAMPT) is a tool to help you plan your community's annual activities, track performance throughout the year, and share your successes and challenges with the Society as you deliver the shared community value to members:

### **Common Interest Group Value Statement**

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

### **Practice Specialty Value Statement**

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.

The CAMPT also serves as the primary record-keeping mechanism for the community recognition program, which celebrates the outstanding work of ASSP communities each year. Each question is assigned a certain point value that reflects how closely the activity helps communities provide value to members and ASSP, as well as recognizes the level of work involved.

<b>Bronze:</b>	600-799 points
<b>Silver:</b>	800-899 points
<b>Gold:</b>	900-999 points
<b>Platinum:</b>	1000+

This document provides guidance as you plan and report your community's activities each year. In addition, you can use this document to facilitate conversations with the Council on Practices & Standards (CoPS) Vice President, your community advisory committee and Community Services about the direction and operations of your community.

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

- Some questions in the CAMPT may have pre-determined response options. These responses come from the insights and best practices shared by community leaders of practices that reflect healthy community activities and operations. When you use the CAMPT as a planning tool, focus on the suggestions that provide the most value to your community's members.
  
- The activities you report should reflect coordinated efforts of the community and not the individual efforts of community members. For example, writing an article – a community initiative to determine topic and collaborate during the writing process qualifies for the CAMPT. The work of an individual member who enjoys writing and is often published independently would not qualify (note: that person's efforts can be recognized by the community, but it is not a community project).



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- Each activity should only be counted for one question in the CAMPT. For example, the activity of sending a welcome message to new members on the community should be listed as providing monthly introductions to new members via email (question 15) so it couldn't be used as an example of providing a welcoming online community (question 11).
- 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 CAMPT.

For additional questions or clarifications, please contact: [communities@assp.org](mailto:communities@assp.org)

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



## Section 1: Reporting Requirements

Section 1 of the CAMPT focuses on the activities and reports that each community is required to complete in order to meet the minimums set forth in SOG 11.2. As such, the questions are straightforward and include the requirement to upload various documents by different points in the program year.

1. **Upload your Community Operating Plan Due August 15 (SOG requirement)**
  - o Note: Your community may use the [Virtual Community Annual Operating Plan Template](#) in the CLR or develop its own.
2. **Upload your Community Succession Plan by August 15 (SOG Requirement)**
  - o Note: Your community may use the [Virtual Community Succession Plan Template](#) in the CLR or develop its own.
3. **Upload your Advisory Committee Roster Report by May 31 (SOG Requirement)**
  - o Note: Utilize the Community Roster found in the [CLR](#).
  - o This roster should show next year's advisory committee, not your current roster.
  - o If the current administrator will be leaving office on June 30<sup>th</sup>, the incoming administrator should/could take the lead on this.



## Section 2: Member Value Requirements

**Member value requirements are the experiences provided annually by the community that deliver value to the members. (SOG 11.2)**

Section 2 of the CAMPT focus on ways your community is providing value to your community members through:

- Education
- Communications and Online Community
- Member Recognition
- Member Engagement
- Mentoring Program

### Education

Your community is required to organize at least one virtual education session that facilitates members achieving at least of the following goals:

- Expanding their technical knowledge
- Developing leadership skills
- Providing solutions to common safety challenges
- Growing professionally and reaching the highest level of performance
- Attaining recertification points and/or CEUs

**4. How many virtual education sessions did your community organize and deliver? (SOG Requirement)**

There is no form to upload for this question; instead, fill in the fields for the virtual education session. Do your best to report your education sessions throughout the year rather than try to locate all the information at the end of the year.

- One (required)
- Two
- Three
- Four
- Five or more

**5. Did you partner with any other ASSP community to provide virtual education sessions?**

- Note: The term partnering denotes a collaborative relationship in which both parties are contributing to the development of the virtual session. Simple promotion of or attendance at another community's event does not denote a partnership. Having common advisory committee members does not automatically mean the other community is a partner of your education session.



6. **Did your community (not individual members) partner with any other organization to provide virtual education sessions?**
  - To claim this element, your community as a whole should have partnered with a non-ASSP organization. This does not refer to a member who happens to speak at a non-ASSP conference or write an article for a non-ASSP publication.
7. **Did your community apply for CEUs for your education programs?**
8. **Did your community submit a proposal for a Key Issue Collaboration Session for the annual professional development conference? (Insert topic)**
  - Note: There is no form to upload for this question; instead, fill topic name of the KICS you submitted. Recommend filling in this question at the same time you are submitting the KICS so you don't have to look for the information at the end of the year.
  - It does not matter if the KICS was accepted to be presented at the annual conference or not. If your KICS was not accepted to be presented, why not turn that into a topic for a webinar?

9. **Use question 9 to provide information on other education provided to your community members.**

Do not include any activities listed in questions 6-8.

Other education provided  
Other education provided

## Communications and Online Community

Your community is required to build a welcoming and supportive virtual community, through

- Communications to members
- ASSP online communities
- Social media platforms.

10. **How many Administrator Messages were developed and posted in your online community? (SOG Requirement)**

Administrators are required to post at least one Administrator's Message per quarter; minimum four per year.

Tips for writing and samples of Administrator messages can be found in the [CLR](#) under the Administrator section.

Society quarters are:

- Quarter 1 (July - September)
- Quarter 2 (October - December)
- Quarter 3 (January - March)



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Quarter 4 (April - June)

Did the Administrator post additional administrator messages (5 or more for the whole year)?

**11. How did your community build a welcoming and supportive online community? (SOG Requirement)**

We provided a welcoming online community by: [submit response #1 here]

We provided a welcoming online community by: [submit response #2 here]

Other Communication or Online Community

Other Communication or Online Community

## Member Recognition

**12. Did your community give a Safety Professional of the Year (SPY) Award to one of your members? (SOG Requirement)**

**13. How else did your community recognize members this year?**

- Note: nominating a member for an award is recognition. It is not necessary that the member receive the award. When nominating a member for an award, make sure to follow the guidelines and eligibility requirements outlined on the [ASSP Awards and Honors](#) page.

Nominate a member for the Council Safety Professional of the Year (SPY) Award

Nominate a member for another society award

Other recognition

Other recognition

## Member Engagement

**14. How did your community engage with members through virtual programming or networking? (SOG Requirement)**

We engaged by: [submit response here]

We also engaged by: [submit response #2 here]

We also engaged by: [submit response #3 here]

**15. Does your community provide introductions (via email or on the Community Page) to new community members?**

**16. Does your community reach out to expired members to gain feedback?**

- Note: New member welcome communication should be personalized (i.e., addressed to the specific individual) and provide information about your community's activities, how to get involved with the community, where to find information about the community (website, social media, etc.), and contact information for the community.
- Suggested time frame would be quarterly or more frequent.



Sample new member communications can be found on the Community Membership Recruitment and Retention Tools page of Community Leader Resources.

## Mentoring Program

Mentoring programs are not required but may be something you want to consider in the future.

- 17. Does the community have a mentorship program that actively recruits and matches mentors and mentees?**
- 18. Does the community partner with another community to provide mentors?**
- 19. Use question 19 to provide information on other member engagement provided by your community.**

Other Member Engagement  
Other Member Engagement



## Section 3: Operational Requirements

Operational requirements are the operational items required to effectively deliver the expected member value. (SOG 11.2)

### Leadership and Training

20. Did your community follow the requirements specified in the [Society Bylaws](#) and [Society Operation Guidelines](#)? (SOG Requirement)
21. Did your community use the succession planning tools in Community Leader Resources to identify and engage potential leaders?
  - [Succession planning for practice specialties](#)
  - [Succession planning for common interest groups](#)

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

### Leadership: Advisory Committee

The Advisory Committee shall be a standing committee within the community. Common interest group and practice specialty advisory committees serve as the community leaders. They plan, organize, and manage member benefits aligning with their respective value statement (found in the Overview of this document). In 2021 the Council on Practices and Standards voted to broaden the language regarding advisory committees, providing guidelines on the number of committee members and types of roles. The broadened language would be specific to what is required per ASSP bylaws and open up flexibility for leaders to create an advisory committee team to fit the unique needs of that community.

22. Are all required advisory committee positions filled - one individual may fill multiple positions. (SOG Requirement)
  - a. Administrator
  - b. Assistant Administrator
  - c. Minimum of five additional advisory committee members.
23. Does your advisory committee have members beyond those required?
24. Have all advisory committee members been provided the position description from the Community Leaders Resources page?
25. Have all advisory committee members completed any training sessions required for their specific position?
26. Did your community hold advisory committee meetings at least quarterly? (SOG Requirement)



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27. Did advisory committee members who are stepping down or changing position hold a transition meeting with the member assuming their current position?
28. Use question 28 to provide information on other leadership training provided to your community leaders.

Other Leadership Training provided  
Other Leadership Training provided

## Section 4: Council Representation

A representative from each community is required to attend and participate in at least three Council on Practices and Standards meetings and activities. If the administrator cannot attend, they must appoint a proxy, such as the assistant administrator or another member of the advisory committee.

29. How many Council on Practices and Standards meetings did your community attend and participate? (SOG required at least representation at least three meetings.)
30. Did a representative from your community participate in the HOD meeting and any special actions or votes that may arise during the year. (SOG Requirement)

## Other Accomplishments and Value Added

31. Please use this space to add any other accomplishments and value provided to your members. (Do not list any of the accomplishments that have been reported above.)

Other 1  
Other 2