



# Revisions to the Community Annual Management & Planning Tool for 2023-2024

The following revisions have been developed based on feedback from stakeholders and experience with the 2022-23 Community Annual Management and Planning Tool (CAMPT). The adjustments improve clarity of expectations for leaders as they provide value to members while fulfilling the requirements outlined in [Society Operating Guideline 11.2: Practice Specialty and Common Interest Group Operating Procedures](#).

The Council on Practices & Standards (CoPS) Awards and Honors Committee reviewed the proposed changes and voted to accept them.

## Point Level Adjustments

While the changes increase the total number of points from 1320 to 1420, the point requirements for each level remain the same. The number of points for required items remains the same at 585, but the operational and member value points available have both increased, creating additional opportunities.

**To qualify for an award**, the community must have completed all required elements. If the required elements are not completed, no award will be given, regardless of the total number of points.

	2023-2024 Points (new)			2022-2023 Points		
	points avail	Levels	Scores	points avail	Levels	Scores
Required	585	Bronze	585-799	585	Bronze	585-799
Operational	400	Silver	800-899	360	Silver	800-899
Member Value	435	Gold	900-1099	375	Gold	900-1099
		Platinum	1100+		Platinum	1100+
TOTAL	1420			1320		





## Section 2 – Member Value Requirements

### Education

- **New Element:** Our community supported ASSP's annual conference attendee experience by participating in ASSP provided networking opportunities (20 points)  
**Rationale:** Additional opportunities for community to earn recognition for engaging with members while enhancing the conference experience.

### Communications and Online Community

To reflect a new tool, the Community Update Message, that will be introduced in August 2023, the “Administrator Message” is being phased out and being replaced by a community message.

**Rationale:** The Community Update Message transfers responsibility to all advisory committee members rather than just the Administrator. It allows communities to choose **one update per year** to be sent via direct email to all their members (community leaders select which message they want to send via email). All updates will continue to be posted in the Community and announced in the Weekly.

- **Remove:** How many Administrator Messages were developed and posted in your online community? (Required - 45 points)  
**Replace with:** Our community developed and posted a minimum of four (4) community messages that includes at least three (3) of the following (45 points):
  - greeting & introduction from an advisory committee member.
  - news item or featured resource relevant to the industry/interest of the community.
  - upcoming community education event(s); other upcoming community events.
  - and/or other ways to get involved in the community.
- **New element:** Our community took advantage of the annual community update member email provided by ASSP (20 points)

### Member Recognition

Moves the recognition program to key focus rather than one particular award to better reflect the Society Operating Guidelines and reflect the information learned from the recent Volunteer Leadership survey. Takes emphasis off just the SPY award and focuses it on the whole recognition program. The SPY award is just one part of the program.

- **New Element:** Our community maintained a member recognition program. (SOG Requirement) (45 points)
- **New Element:** Our community has a dedicated volunteer leader(s) responsible for managing our member recognition program (20 points)  
**Updated:** Our community named one of our members Safety Professional of the Year (SPY) (20 points) (Point change reflecting requirement shift to maintaining a recognition program, as noted above.)





## Member Engagement

- **Remove:** Our community reaches out monthly to expired members to gain feedback.  
**Rationale:** We have learned from the recent member survey that once individuals have left ASSP they are very unlikely to rejoin. It is more beneficial to put time, effort and resources in providing value to current members and recruiting new members than trying to regain lost members.

## Section 3 – Operational Requirements

### Leadership and Training

- **Reframe and move from question 10:** What other ways does your community provide leadership and training?  
  
**Moved to question 11:** What actions does your community take to identify qualified candidates for future elected and appointed leadership positions?
- **New Element:** Follow up on leads supplied by ASSP (webinar survey respondents, Leadership Connection interest, etc.) (15 points)  
  
**Rationale:** Each event asks attendees if they are interested in joining or becoming more involved with the community; responses are sent to the community leaders whose follow-up reflects member engagement and strong succession planning.
- **Question 12** is completely updated to reflect changes, new programs and tools offered by ASSP. The focus of the questions shifts to how the community takes advantage of various tools and resources rather than focusing on just one.

Q12. How does your community engage in and leverage other resources provided by ASSP?

- Members of our advisory committee attended one or more Leadership Conference events/virtual trainings from ASSP (20 points)
- Our advisory committee reviews information from monthly PS/CIG Leader Update email from Society (15 points)
- Our advisory committee took a virtual tour of Community Leader Resources together (15 points)
- The members who attended meetings and trainings shared the information during one of our advisory committee meetings. (15 points)
- We began utilizing a new procedure or tool we gained from these resources (15 points)
- Our advisory committee connected with other leaders to work on a collaboration as a follow-up to one of these resources (15 points)

