



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Council on Professional Development (COPD) Vice President Position Description

Purpose: The Council on Professional Development secures ASSP's position as the preferred source for education among safety professionals, providing valuable training, networking, knowledge, skills and continuing education.

Key Responsibilities

- Chair regular conference calls and meetings scheduled in coordination with staff liaison
- Ensure that the council fulfills its goals by regularly evaluating its program needs and establishing committees and task forces suitable to operate and maintain its programs.
- Regularly monitor professional development dashboards and OSH trends to identify needs for new educational initiatives.
- Ensure coordination with other units of ASSP on matters related to professional development
- Delegate responsibilities to council members, as appropriate

Support

- Orientation with outgoing vice president, Council on Professional Development, and staff liaison

Benefits

- Opportunity to develop transferrable leadership, instructional design and delivery, needs assessment and project management skills
- Opportunity to contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

Time Commitment

- Term of office: 3 years, July 1 – June 30
- Average hours per month: 4 to 6 hours per month

Qualifications

- Professional member of ASSP in good standing
- Able to effectively lead a team, building consensus with a potentially globally dispersed group of volunteers on educational initiatives that affect the growth of the profession
- Demonstrated instructional design and/or extensive experience with OSH training and development preferred

Contact

Staff Liaison: Chris Ballman
Title: Director, Professional Development



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The Council on Professional Development reports to the ASSP Board of Directors. The vice president, Council on Professional Development, chairs the council and is elected by ASSP members. Council members are appointed by the vice president, Council on Professional Development, and approved by the Board of Directors each June.