



AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS



# Board Ready:

## What it takes to Serve and Succeed

The Board of Directors engages in strategic thinking and planning to set the organization's direction, mobilize resources and provide oversight to ensure ASSP's progress in achieving its mission. The Board is responsible for cultivating a professional society committed to providing a vibrant member community; serving as a trusted advisor to members, businesses and policymakers; and creating and sustaining a pipeline of qualified EHS professionals. Working together the board will achieve the vision that safety, health and well-being are inherent rights of every worker

### Role and Responsibilities of the Board of Directors

- Sets strategic direction
- Ensures financial and legal responsibility
- Provides oversight and stewardship
- Upholds the organization's values and governance principles
- Supports and evaluates the CEO
- Acts as an ambassador for the Society
- Engages with members and stakeholders



## Fiduciary Responsibilities

**Duty of Care** – Board members must make informed and well-reasoned decisions in the best interest of ASSP. To meet this expectation, board members must actively participate in meetings, review relevant materials, seek expert advice when necessary, and exercise due diligence in overseeing the organization's operations and financial health.

**Duty of Loyalty** – Board members must prioritize the interests of the organization above any personal or financial interests. Board members should avoid conflicts of interest, disclose any potential conflicts and refrain from using their position for personal gain. All decisions should be made in good faith to benefit the organization and its stakeholders.

**Duty of Obedience** – Board members must ensure that the organization complies with its mission, bylaws, policies and applicable laws and regulations. Board members should act within their authority, uphold the organization's purpose and ensure that its resources are used appropriately to advance its goals.



ASSP values the benefits of unique perspectives at all levels, including the board of directors. Having leaders who have different life and work experiences contributes to more balance board deliberations and better decision making."

**Stephanie L Johnson, CSP, CHMM,  
Director-at-Large, ASSP Board  
of Directors**





# Demonstrated Competencies

Candidates for the ASSP Board of Directors should show strong leadership skills and meet both general and board-specific competencies. Candidates must exhibit and will be evaluated against both leader and board-specific competencies.

Here is what is expected:

## Board - Specific Competencies

### Strategic Agility

Effective board members think ahead, anticipate trends, and help shape the long-term direction of the organization. They balance vision with realism to guide ASSP through change and uncertainty.

### Good Governance

Board members **act in the best interest of the entire organization**, upholding transparency, accountability, and trust in decision-making. They understand their role in setting strategy, while staff—led by the CEO—handle execution.

### Business Acumen & Financial Management

Board members are financially literate and understand budgeting, forecasting, and interpreting financial statements. They stay informed on EHS trends and the competitive landscape to guide smart business decisions.

### Decision Making Skills

Board members make timely, informed decisions that align with strategic goals and organizational values. They are confident navigating complexity and willing to take decisive action, even during periods of change.

### Conflict Management

Strong board members address conflict constructively and view it as a chance for healthy dialogue. They maintain professionalism and emotional maturity under pressure.





## Leader Competencies

### Member Value Focus

Prioritizes the needs and interests of ASSP members to deliver meaningful value and impact.

### Organizational Agility

Adapts quickly to change and navigates complex organizational dynamics with ease.

### Emotional Intelligence

Demonstrates self-awareness, empathy, and emotional control in interactions and decisions.

### Collaboration

Works effectively with others, building strong relationships and fostering teamwork to achieve shared goals.

### Demonstrated Professionalism

Upholds high ethical standards, integrity, and accountability in all actions.

### Commitment to ASSP

Shows dedication to ASSP's mission, actively contributing time, energy, and support to its success.

See full details of Leader Competencies at [SOG 6.8](#) - Criteria for Candidates for ASSP Office



Serving on a nonprofit board is both an honor and an incredible responsibility. Serving in an elected position includes, safeguarding the mission, ensuring sound governance, and leading with integrity in pursuit of a lasting collaborative impact."

**Tim Page-Bottorff, M.S., CSP, CIT, Senior Vice President, ASSP Board of Directors**





## Time Commitment

Being a member of the ASSP Board of Directors requires a commitment of time, talent and expertise. It is critical that those interested in serving on the Board have support from their employer, family and colleagues regarding the time commitment required. On average a Director at Large will spend 10 – 15 hours per month on ASSP board related matters, while the Senior Vice President can expect 15 - 20.

## Board meetings

- Four board meetings per year: Two in-person for 1.5 - 2 days each and two virtual for 2.5 hours each. ASSP Foundation trustee meetings are held in conjunction with board meetings.
- Executive Committee meetings: Virtual meetings six times per year.

## Member Engagement Activities

- Safety 2026, June 15 - 17, 2026 in Anaheim, CA
- Leadership Conference. Three virtual meetings and one full-day in-person meeting the day before Safety 2026.
- Regional Operating Committee (ROC) meetings. Each board member can expect to support one to two ROC meetings per year.
- Advisory Group meetings. Virtual meetings held quarterly.
- Board Connection Series. Virtual meetings held three times a year.
- Leadership development calls. Each quarter, board members will call a supplied list of volunteer leaders to call for connection and engagement.
- Practice specialty and common interest group meetings. Board members are welcome and encouraged to attend virtual community meetings/webinars as their schedules permit.
- Congress of Councils (senior vice president). Comprised of the three council vice presidents, this group holds one virtual meeting per year to promote collaboration and information sharing.
- Council meetings (senior vice president). Generally, each of the three councils holds a virtual meeting once per month.
- Standing committees. Ex-officios (president, president-elect and senior vice president) are invited to all virtual meetings of board standing committees and councils.