**Chapter Annual Planning Report 2018-2019**

Chapter Name:

Chapter goals for the 2018-2019 chapter year: (include 1-3 goals – select/edit/include your chapters goals - ideas included in the [Chapter Operations Planning Guide](https://www.assp.org/docs/default-source/community-leader-resources/chapter-documents/annual_chapter_planning_guide_%28gg%29_%28aas%29.pdf?sfvrsn=0)

* Working with Students members
* Conduct a PDC or other training options
* Recognize members
* Contact members who are not attending meetings for input
* Update website - communicate with members
* More member involvement

1.

2.

3.

**What activities will your Chapter offer/participate in for the** 2018-2019 **year:  (review items included for COMT points)**

**Charter Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Complete annual reports and other charter maintenance requirements in [SOG 8.10](https://www.assp.org/about/society-bylaws-and-guidelines/society-operating-guidelines/sog-section-810). Key dates located in [Community Leader Resources](https://www.assp.org/community-leader-resources/chapters). | Leadership ReportFinancial ReportFinancial ChecklistAnnual Planning Report | May 31May 31May 31August 15 |  |  | RequiredRequiredRequiredRequired |
| Offer a minimum of 4 accessible, face-to-face meetings that have clear educational objectives, are evaluated, and facilitate members achieving at least 2 of the following:* Take advantage of career / personal opportunities
* Develop leadership skills
* Attain certifications & CEUs
* Expand local network of safety professionals
* Expand technical knowledge
 |  |  |  |  | Required (bonus points available) |

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| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Engage members (ex: List things your chapter will do this year to engage new members & how often Ideas include: Invite new members; Personal invite to meeting; welcome at meeting & in newsletter.) |  |  |  |  |  |
| Recognize members for their service to Chapter/PS/CIG/ASSP – (ex: Publish in newsletter/website; meeting; ASSP long service certificates available in October.) |  |  |  |  |  |
| Recruit members (ex: Plan out activities that will help you achieve this goal - participate in Member-Get-A-Member Campaign/Region Challenge; contact local business; exhibit at local events.) |  |  |  |  |  |
| Communicate timely and relevant communications to members (ex: Newsletters; social media; local information; employment opportunities).  |  |  |  |  |  |
| Maintain chapter website (ex: appoint Chapter Webmaster; keep content fresh; members input; ASSP Chapter Web team; offer job link & post local positions or direct to ASSP job listings) | Review/Update website | Quarterly |  |  | Required |
| Strengthen relationship with Section/Student Section - if relevant(ex: Appoint chapter liaison for sections/student sections and discuss ideas. Invite section leaders/students to chapter meetings/events) |  |  |  |  |  |

**Chapter Member Engagement & Communications**

**Community Outreach**

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| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Promote/communicate safety(ex: partner with local organizations; conduct a Safe + Sound event; participate in career events; support ASSP Foundation scholarships) |  |  |  |  |  |

**Leadership & Leadership Training**

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| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Ensure leaders participate in leadership training (ex. attend Leadership Conference; take online trainings from ASSP; take additional trainings) |  |  |  |  |  |
| Provide transition activities for incoming leaders (ex. transition meetings; induction ceremony; best practices sharing) |  |  |  |  |  |
| Leverage succession planning practices (ex. planned discussions at meetings; small-scale volunteer opportunities; training for potential officers) |  |  |  |  |  |