

Points Distribution

	# response options	points	total points avail	Brackets
Green	15	400	6000	Bronze 6000 - 6999
Purple	21	90	1890	Silver 7000 - 7999
Blue	53	40	2120	Gold 8000 - 8999
TOTAL	89		10010	Platinum 9000 and above

2020 - 2021 Chapter Operations Management Tool

Welcome

ASSP chapter communities are chartered to delivery value to local members through strong programs. Society Operating Guideline 8.5 outlines the requirements that ensure that ASSP members are being well-served for chapters to maintain their charter.

Use the 2020 - 2021 Chapter Operations Management Tool to plan and track your chapter activities and upload required reports throughout the program year (July 1 - June 30).

This tool also serves as your chapter's required annual report. The submission period is June x - June 30, during which time a submit button will appear at the end of the tool. Click submit after you have reviewed and verified all your information and no later than June 30.

Please visit the Chapter Operations Management Tool page in Community Leader Resources for tools and information that will help you use this tool, or contact your regional vice president, area director or the ASSP Chapter Services team for support.

Our COMT guidance document has more information and suggestions for other activities for each question in this tool. Our COMT plan template can be used to track your plans and progress at a glance.

Reporting Requirements

Reporting requirements verify that your chapter is providing value to members and serve as a way to provide feedback about the tools and resources your chapter needs to continue to provide that value.

Q1 Upload your 2020 - 2021 Chapter Operational Plan. Due August 15, 2020. (400 pts.)

Q2 Upload your Annual Chapter Leadership Report. Due May 31, 2021. (400 pts.)

Q3 Upload your chapter's Annual Financial Report. Due May 31, 2021. (400 pts.)

Please enter your total revenue and expense from your financial report.

IRS Tax Return Reminder: For chapters operating in the United States: After we receive your financial report, our Chapter Services team will calculate your three-year average gross revenue. If your chapter's three-year gross revenue average is under \$50,000, we will file your IRS 990 on your behalf. We will notify chapters with three-year gross revenue average over \$50,000 and these chapters must file their own tax returns.

Total Reporting Requirements Points: _____ / 1200

*Note: Chapters must complete all chapter charter requirements to qualify for any recognition level.

Operational Requirements

Operational activity requirements focus on the basic operational elements that enable chapters to deliver value to members responsibly.

Q4 Provide the names of your Nominations and Elections Committee. (400 pts.)

Tip: Please visit the Chapter Nominations and Elections page in Community Leader Resources for tools and more information. The model chapter bylaws state that the committee should be made up of 3 - 5 people and formed by December 1.

Name Committee Chair
 Name Committee Member
 Name Committee Member
 Name Committee Member
 Name Committee Member

Did your chapter publish a slate of candidates in the time frame required by your bylaws?

Yes (400 pts.) _____

Our chapter posted the slate of candidates on our website AND sent the slate to our members via email (90 pts.) _____

No (if no, please explain) (0 pts.) _____

Q5 Required Chapter Website Updates

You are required to review your entire website every 90 days (quarterly) to ensure it is current. Please check all the pages, with particular attention to the home page, calendar page, news page and officer page.

Reviewed between July - September (400 pts.) _____

Reviewed between October - December (400 pts.) _____

Reviewed between January - March (400 pts.) _____

Reviewed between April-June (400 pts.)

What other actions does your chapter take to ensure your website provides up-to-date information to members and guests?

- Maintain its website with monthly content updates (90 pts.)
- Have a designated volunteer(s) responsible for ensuring our website is up to date (90 pts.)
- Remove and/or archive files, new stories and other content on our website that were over 1 year old (90 pts.)
- Other (40 pts.)
- Other (40 pts.)

What other practices does your chapter follow when communicating with members?

- Send communications to our members on a consistent schedule (90 pts.)
- Have designated volunteer(s) responsible for developing and distributing communications (40 pts.)
- Chapter communications contain a mix of chapter, Society and OSH news and content (40 pts.)
- Our chapter uses a new roster every time we contact members (check this box if you contact members through your Real Magnet/Higher Logic account provided by ASSP) (40 pts.)
- Use social media (chapter Facebook page, Twitter, LinkedIn, WhatsApp, Telegram, etc.) to connect with members (40 pts.)
- Other (40 pts.)
- Other (40 pts.)

Q6 How many regional operating committee (ROC) meetings did your chapter president or proxy attend this year?

- You are required to attend at least one per year.
- 0 (0 pts.)
- 1 (400 pts.)
- 2 or more (90 pts.)

Total Operational Requirements Points: _____ / 3660

*Note: Chapters must complete all chapter charter requirements to qualify for any recognition level.

Member Value Requirements

Member value requirements focus on the value that chapters provide to members through engaging programming and experiences.

NEW Q7 Our leadership team met at least six times this year and at least one of those meetings was for strategic planning. (400 pts.)

What actions does your leadership team take to improve their ability to serve members?

- Send one officer to ASSP's Leadership Conference (90 pts.)
- Send additional officer(s) to Leadership Conference (90 pts.)
- Participate in training at ROC meetings (90 pts.)
- Distribute and review a duty checklist for all incoming chapter leaders (90 pts.)
- Discuss the results of all chapter member surveys as an officer team (90 pts.)
- All our incoming officers participate in Individual training or transition meetings with outgoing officers (90 pts.)
- All our chapter leaders take their on-line leadership position training from ASSP (90 pts.)

What additional actions does your leadership team take to improve their ability to serve members?

- Our chapter leaders take online operational training from ASSP (40 pts.)
- Use the leadership transition tools in Community Leader Resources (40 pts.)
- Gather best practices from other ASSP leaders (from chapters, practice specialties, common interest groups or the ASSP Community) (40 pts.)
- Other (40 pts.)
- Other (40 pts.)

Q8 How does your chapter cooperate with Society in advancing the mission and strategic areas of focus for the organization?

- Support a student scholarship or the ASSP Foundation (40 pts.)
- Partner with our region, another chapter, a common interest group and/or a practice specialty to create programming opportunities of value to members (40 pts.)
- Other (40 pts.)
- Other (40 pts.)

Q9 Chapter Meeting Tracker

Your chapter is required to host a minimum of four accessible, face-to-face meetings that have clear educational objectives, are evaluated and facilitate members achieving at least two of the following:

- Take advantage of career / personal advancement opportunities
- Develop leadership skills
- Attain certifications and earn CEUs
- Expand their local network of safety professionals
- Expane their technical knowledge

Fill in the details of your chapter meetings below. We recommend doing this after each meeting.

example

	Meeting month	# of attendees	Member Goal 1	Member Goal 2	Type of meeting	CEUs offered
Meeting 1 (400 pts.)	June	20	Leadership skills	Expand network	Face-to-face	No

Meeting 2 (400 pts.)						
Meeting 3 (400 pts.)						
Meeting 4 (400 pts.)						
Meeting 5 (90 pts.)						
Meeting 6 (90 pts.)						
Meeting 7 (40 pts.)						
Meeting 8 (40 pts.)						
Meeting 9 (40 pts.)						
Meeting 10 (40 pts.)						
Meeting 11 (40 pts.)						
Meeting 12 (40 pts.)						

What actions does your chapter take to host meetings?

- Distribute chapter meeting notices 3-4 weeks prior to the meeting date (40 pts.) _____
- Offer on-line register throughout website for chapter members and guests to RSVP and/or pay for chapter events (40 pts.) _____
- Hold regular meetings in a satellite location where a number of our members are located (40 pts.) _____
- Host programming specifically geared toward young professionals, members in a specific industry and/or student members (40 pts.) _____
- Other (40 pts.) _____
- Other (40 pts.) _____

Total Member Value Requirements Points: _____ / 3650

*Note: Chapters must complete all chapter charter requirements to qualify for any recognition level.

Additional Member Value Activities

- Q10 What actions does your chapter take to help members take advantage of career / personal development opportunities?**
- Post local employment opportunities in our newsletter, website, and/or social media and/or refer employers and members to the ASSP Job Board. (90 pts.) _____
 - Promote local employment opportunities at chapter meetings / events (90 pts.) _____
 - Recognize members for their service to ASSP and achievements, including long service recognition, in our newsletter, website, and/or social media (40 pts.) _____
 - Other (40 pts.) _____
 - Other (40 pts.) _____
- Q11 What actions does your chapter take to help members develop leadership skills?**
- Provide small roles for potential leaders to get involved with (for example, greeters at meetings or helping with the registration desk) (90 pts.) _____
 - Use the succession planning tools in Community Leader Resources to identify and engage potential chapter leaders (40 pts.) _____
 - Send one potential leader who is not currently serving as an officer to ASSP's Leadership Conference (40 pts.) _____
 - Send additional potential leader(s) not currently serving as an officer to ASSP's Leadership Conference (40 pts.) _____
 - Share best practices with other ASSP leaders (chapters, practice specialties, common interest groups or the ASSP Community) (40 pts.) _____
 - Other (40 pts.) _____
 - Other (40 pts.) _____
- Q12 What actions does your chapter take to help members attain certifications and earn CEUs?**
- Offer CEUs at our events (90 pts.) _____
 - Offer certification study groups (40 pts.) _____
 - Other (40 pts.) _____
 - Other (40 pts.) _____

- Q13 What actions does your chapter take to help members expand their local network of safety professionals?**
 Leverage the Society's annual Member-Get-A-Member campaign to recruit new members (40 pts.)
 Exhibit at or attend local safety events to promote the chapter & ASSP to potential members (40 pts.)
 Other (40 pts.) _____
 Other (40 pts.) _____
- Q14 What actions does your chapter take to help members expand their technical knowledge?**
 Leverage technology to connect remote / virtual audiences to face-to-face meetings (90 pts.)
 Other (40 pts.) _____
 Other (40 pts.) _____
- Q15 What additional actions does your chapter take to provide value to members?**
 Conduct a member survey to determine member expectations (90 pts.) _____
 Conduct a post-meeting evaluation after each meeting (40 pts.) _____
 Welcome new members with an e-mail, phone call, or personalized invitation to connect with the chapter on social media (40 pts.) _____
 Personally greet members at meetings to create a welcoming environment (40 pts.) _____
 Send personalized e-mail invitations to meetings (40 pts.) _____
 Other (40 pts.) _____
 Other (40 pts.) _____

Total Additional Member Value Activities Points: _____ / 1500

*Note: Chapters must complete all chapter charter requirements to qualify for any recognition level.