



Council on Community Operations

Council Member Position Description

Purpose: The Council on Community Operations (COCO) is responsible for policies and operating procedures for the practice specialty and common interest groups.

Key Responsibilities:

- Offer guidance to our practice specialty and common interest group communities that is consistent with their respective shared value statement and ASSP's strategic plan, mission and vision, governing documents and code of professional conduct
- Support incoming community leaders and council members to help them understand their obligations and responsibilities
- Help assigned communities develop programming and operations to improve service to members with diverse needs
- Assist advisory committees in the development and execution of operational activities related to succession planning and community sustainability
- Maintain a close liaison relationship with assigned communities through direct, regular (at least quarterly) communications. (e.g. attending advisory committee meetings, group meetings with administrators or individual outreach)
- Enable Administrator and Advisory Committees to set ambitious SMART goals and follow through to successful completion.
- Review regular reports, providing insight to understand process and purpose of reporting, and evaluate community performance as prescribed by the Council on Community Operations, the Board of Directors and Society bylaws
- Assist Society staff in following up on required community reports as necessary
- Support assigned communities' and the council's succession planning efforts through volunteer recruitment, delegation and mentoring, aligning to ASSP's required leadership competencies and commitment to diversity and inclusion
- Serve as an ASSP leader, sharing insights and member feedback with the council and assisting in the cascade of information from the Society and to community leaders
- Serve on appointed council task groups and ad hoc committees as needed





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- Monitor policies and operating procedures for Practice Specialties and Common Interest Groups for effectiveness and make recommendations for adjustments.

Support:

- Online training and resources from Society
- Additional training through community leader resource center and other Society events
- Transition meeting with outgoing council member
- Additional support available from the vice president, council on community operations and the professional staff team

Benefits:

- Opportunity to develop transferrable leadership, problem-solving, strategic planning, and project management skills
- Opportunity to grow professional network and advance the safety profession through mentoring, developing future safety leaders, and ensuring the delivery of member value through ASSP chapters
- Opportunity to participate in ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: 3 years, July 1 - June 30
- Average hours per month: 4-6 hours per month
- Employer support is recommended

Qualifications:

- Member of ASSP in good standing
- Must have an understanding of ASSP practice specialty and common interest group community operations and Society structure, strategic direction and operating documents.
- May not concurrently serve on a practice specialty or common interest group advisory committee in an elected position

Contact

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The Council on Community Operations reports to the ASSP Board of Directors. The council's vice president serves as chair and is elected by ASSP members. The vice president also appoints council members for approval by the Board of Directors in June.

