



Key Chapter Dates – 2023 - 2024

Due Date		Responsible Party
These Items are Required to Maintain Your Charter		
Aug. 15, 2023	<ol style="list-style-type: none"> Annual Operational Plan uploaded to Question 1 - COMT 2023 - 2024 Chapter Year. (chapterservices@assp.org) ASSP files taxes for Chapters under \$50,000 revenue Receipt of tax filing due for Chapters filing taxes 	<p>Chapter President</p> <p>ASSP</p> <p>Executive Committee</p>
May 31, 2024	<ol style="list-style-type: none"> Previous fiscal year's annual financial reports uploaded to Question 3 - COMT. Regions send their reports to Chapter Services Annual Leadership Form 24/25 leadership uploaded to COMT 	<p>Current Chapter, Area, and Regional Treasurers</p> <p>Current Chapter President</p>
June 30, 2024	<ol style="list-style-type: none"> Chapter Operations Management Tool (for the 2023-2024 Year) 	Chapter President

The Following Items are All Important Key Dates		
Due Date		Responsible Party
July 1, 2023	Chapter year begins and Society/Chapter officers begin terms	All
	Rosters accessible through ASSP website account "your groups" access provided to the reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs. RVP and Area Directors.	
July 20	2024 Society Elections – Nominations Open	
August 15, 2023	<ol style="list-style-type: none"> Annual Operational Plan uploaded to COMT ASSP files taxes for Chapters under \$50,000 revenue Receipt of tax filing due for Chapters filing taxes (over \$50,000) 	President/Executive Committee/Treasurer ASSP Chapter Services
TBD	Advisory Group Meeting	
September 12, 2023	Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. Registration Information	ALL
October 2023	<p>Society Office Election candidate information due to Society</p> <p>Virtual Leadership Conference</p>	<p>Society Office Candidates</p> <p>Leadership Conference Committee</p>



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

November 2023	Society Award Deadline (Nov 1) for submitting petitions for: <ul style="list-style-type: none"> ▪ Society Safety Professional of the Year (SPY) ▪ Fellow Honor 	Award Sponsors and Candidates
November 14	Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. Registration Information	ALL
December 2023	Long Service Recognition sent to members	ASSP Chapter Services
January 2024 January 9	Appoint Chapter N&E Committees for the upcoming year’s Chapter Leaders. Refer to your bylaws for additional details and slate of candidates. Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. Registration Information	Current Chapter President N/E Chair ALL
February 1, 2024	Deadline for nominations for Regional SPY Award Chapter SPY 2024 Society Election Slate finalized	RVP & ROC Chapter President/AH Chair Governance Manager
March 1, 2024 March 12	Society Election voting period begins Chapter Dues Report Form due to ASSP Chapter Services – only if chapter will be making a change in dues. Dues changes occur only once a year. A dues change requires a vote of the entire Chapter membership.	All Eligible ASSP Members Current Chapter President, Treasurer
March 12, 2024	Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. Registration Information	All
March 15	Deadline for submitting petitions for: <ul style="list-style-type: none"> ▪ Charles V. Culbertson Volunteer Service Award to ASSP Executive Committee 	Governance Manager
March 31	End of the Fiscal Year Society Election voting ends	All



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

April 1, 2024	<p>Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> ▪ Outstanding Student Section Award to Chapter Services ▪ Region submits Region SPY Award Winners to Chapter Services 	Student Section RVP
May 14, 2024	<p>Board Connection Series Virtual Meeting 11:00 a.m. – 12:00 p.m. Registration Information</p>	Current Chapter, Area, and Regional Treasurers
May 31	<p>1. Previous fiscal year's annual financial reports uploaded to Question 3 of the COMT.</p> <p>2. Annual Leadership Form uploaded to Question 2 of the COMT</p> <p>Regions to submit financial report to Chapterservices@assp.org</p>	<p>President/Executive Committee</p> <p>RVP/Treasurer</p>
June 2024	<p>Host transition meeting in election years and plan for installation ceremony.</p> <p>Review Chapter bylaws with incoming leadership team. When changes to bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes.</p> <p>Transfer all chapter administration materials to incoming chapter officers</p> <p>JUNE 30 – COMT REPORT DUE</p>	<p>Current Chapter President</p> <p>Current Chapter President</p> <p>All outgoing Chapter Officers</p> <p>Current Chapter President</p>
August 2024	<p>Safety 2024 Aug. 7-9, 2024 - Denver, CO</p>	