CHAPTER COMT POINTS

Bronze: **1750 - 2799 Points**
Silver: **2800 - 4199**
Gold: **4200 - 6089**
Platinum: **6090 – 7000**

- The activities you report should reflect coordinated efforts of the chapter and not the individual efforts of chapter members. For example, when thinking about membership recruitment work, a chapter initiative such as a Board member challenge qualifies for the COMT. The work of an individual Board member who enjoys recruiting new members would not qualify (note: that person's efforts can be recognized throughout Member-Get-A-Member campaign).

- Each activity should only be counted for one question in the COMT. For example, the activity of sending a welcome email to new members should be listed as *either* creating a personalized and welcoming environment (question 14) *or* additional chapter communication (question 21), but not both.
  At the same time, larger events often have many components that impact many areas of a chapter's work. Still only list the event as a whole in one, primary category. For example, organizing a professional development conference is primarily a professional development activity (question 25). You may also consider listing particular elements of your conference in other areas. For example, having a section take the lead on a track is a way to support your chapter's section (question 22), including a jobs fair or career panel is an example of providing employment information to members (question 23), and so on. When breaking down the elements of a larger event, be descriptive of the differences involved.

- Consider each pre-determined response option as an "any or all" response. That is, when promoting safety in your community (question 23) your chapter may enter into partnerships. Regardless of the number of partnerships, only mark yes to the fourth option, "partner with other organizations or local businesses." That is, *do not* mark the box for a partnership with AIHA and also mark "other" for a partnership with a local job site or another safety organization

- Many questions provide the opportunity to select "other" and describe an activity that is not listed as one of the response options to the question. Items listed under "other" must be materially different from either the pre-determined responses or additional "other" listings in any question in the COMT. For example, the activity of conducting a post-meeting survey can be reported through a pre-determined response to how your chapter determined member expectations (question 18) and therefore *should not* be listed as an "other" response to other ways your chapter communicates with its members (question 19).

SECTION 1: Charter Requirements

1)	Chapter Operational Plan uploaded by August 1	25
2)	Annual Chapter Leadership Report uploaded by May 15	25
3)	Chapter Annual Financial Report uploaded by May 15	25
4)	2 AOC/ROC meetings attended by the Chapter President or proxy	50
10)	Our chapter posted the slate of candidates on our website AND sent the slate to our members via email.	25

150 pts Available

SECTION 2: Chapter Engagement, Membership & Community

12) Our chapter submitted stories about upcoming chapter events and significant chapter and member accomplishments to our region webmaster, Chapter Leader Update, Society Update, Professional Safety Journal or other ASSP publications.   50

>   Note: Highlighting your chapter's and members' accomplishments in ASSP publications demonstrates the vibrancy of chapter communities to members across the organization and supports the sharing of best practices among chapter leaders.

13) **What other ASSP member communities does your chapter partner with to create program opportunities of value to members?**
    - Another ASSP chapter   50
    - Another ASSP region   50
    - An ASSP practice specialty   50
    - An ASSP common interest group   50
    - Other   25
        o Collaboration with another unit of ASSP, such as the Risk Assessment Institute
        o Collaboration with a section or student section for which your chapter is not the parent chapter (keeping the section's parent chapter informed)
    - Other   25

>   Note: A partnership is a collaborative relationship in which both parties are contributing to the development of programming, including but not limited to determining topic area, coordinating logistics, marketing the event, and hosting the activity. Simple promotion of or attendance at another community's event is not a partnership. Programming may include but is not limited to: joint educational meetings, social events, professional development conferences, study groups, or other activities that provide value to ASSP members.

14) **How did your chapter take steps to create a personalized and welcoming environment to your members?**
    - Welcome new members with an e-mail, phone call, or personalized invitation to connect with the chapter on social media   50

>   Note: New member welcome communication should be personalized (i.e. addressed to the specific

individual) and provide information about your chapter's activities, how to get involved with the chapter, where to find information about the chapter (website, social media, etc.), and contact information for the chapter.

Sample new member communications can be found on the Membership Chair page of Community Leader Resources.

- Offer a new member orientation   50

Note: New member orientations extend beyond a general welcome. Orientations should include a brief Society overview, as well as information about chapter benefits, the times and locations of chapter meetings and additional activities, introductions to chapter officers, chapter communications platforms (ex. newsletters, social media, etc.), and ways to get involved in the chapter.

In-person orientations are the most effective and can take place in a variety of formats, including on a one-on-one basis as members join the chapter, during a special quarterly presentation before or after a regular meeting, or during a social event designed for new members.

- Personally greeting members at meetings   50

Note: Personal greetings at meetings may include any or all of the following:
- Welcoming individuals as they come through the door and/or sign in.
- Acknowledging members at the beginning of a meeting.
- Facilitating introductions at the beginning of meetings, such as hosts introducing members, members introducing themselves, and/or chapter leaders introducing themselves.
- Providing name tags at meetings to facilitate individual introductions.
- Acknowledging new members in particular at meetings.
- Offering a lower price for chapter members to attend chapter meetings and special events.

- Sending personalized e-mail invitations to meetings   50

Note: Personalized invitations to meetings may also include any or all of the following:
- Phone calls from chapter leaders.
- Phone calls or emails from other chapter members.

- Coordinate charitable community outreach that is meaningful to our members   50

Note: Charitable community outreach includes activities that are meaningful to chapter members in support of a charitable organization but do not directly promote safety in the community. Such activities may include, but are not limited to, collecting financial donations, hosting a toy drive or gathering other goods, or volunteering as a group. Community outreach that directly promotes safety may be reported in Question 23.

- Chapter leaders connected with new members on the ASSP Community   50

Note: Connecting with members on the ASSP Community may include a brief welcome message sent through the ASSP Community and/or asking to friend the new member through the ASSP Community.

- Other   50
  - Use of rolling PowerPoint presentation at meetings, welcoming and recognizing new and returning members
  - Use of Officer and Executive Board name tags as well as name tags for

Attendees
- o Had a "Bring-a-Friend" meeting
- o Announcing the names of new members in the chapter newsletter, with photos if available.
- o Contacting expired members and/or members (phone call, email, social media, etc.) that have entered their grace period about renewing their membership.
- o Providing one free meeting registration to new or prospective members.
- o Hosting a social or networking event just for new members or designed for current members to provide a welcome to new members.
- o Providing chapter and/or Society giveaways to new members, such as meeting calendar magnets, flash drives with chapter information, or pens, notepads, computer bags, or other logoed items.
- o Making personal introductions between a new member and an existing member during the networking portion of a meeting to facilitate relationship building.
- o Featuring new members on chapter's website and/or social media accounts.
- o Chapter officers sending periodic personal messages to members throughout the year (ex. we missed you at the last meeting, were you aware of this benefit, how did your recent interview go, good luck on your CSP exam, etc.).
- o Displaying a list of chapter members at meetings (ex. a scrolling Power Point presentation with members' names).
- o Sending a personalized invitation to new members to connect with your chapter on social media (chapter Facebook page, Twitter, LinkedIn, WhatsApp, Telegram, etc.).
- o Hosting or participating in charitable activities that have special meaning for your chapter's members.
- Other   50

15) **How did your chapter recognize members for their service to ASSP and for their activities and achievements?**
- Published in our newsletter, website, and/or social media   50

   Note: This may include recognition for long service to ASSP, service to the chapter in a particular capacity (ex. thanking a PDC Committee Chair or greeters from last month's meeting), and/or members' personal achievements (ex. publishing an article in Professional Safety Journal, presenting at a PDC, or earning a new certification).

- Recognized at meeting   50

   Note: This may include recognition for service in the chapter and/or members' personal achievements.

- Awarded long service recognition awards at our chapter meetings   50
- Awarded a Chapter SPY   100
- Nominated a member for our Region SPY   75
- Nominated a member for a Society award (Honor of Fellow, Outstanding   75
  Safety Educator, SPY, etc.)
- Other   50
  - o June SPY award announcements
  - o Newsletter and meeting recognition of member certification and professional achievements
  - o December Member Appreciation and Recognition Meeting

- o Contacting chapter members that have shown leadership potential to inquire about their interest in Executive Board participation.
- o Providing free registration to an awardee and the awardee's guest at the meeting or special event where the award is being presented.
- o Hosting special recognition events, such as Member Appreciation Day, Past Presidents Dinner, Volunteer Appreciation Luncheon.
- o Offering chapter members the opportunity to present at technical meetings based on their service and expertise.
- o Providing various, smaller volunteer opportunities to chapter members that have shown leadership potential.
- o Creating a chapter Hall of Fame or chapter award to recognize outstanding members and/or chapter members.
- o Providing thank you gifts to volunteer leaders or guest speakers (ex. a plaque, a certificate of appreciation, a gift certificate, ASSP merchandise, free lunch, sponsoring membership fee, etc.).
- o Sending a personal thank you through the mail, email, social media, or a call.
- o Sending a letter to members' employer recognizing member and thanking the employer for their support.
- o Donating to the ASSP Foundation in honor of the member being recognized.
- o Sending welcome messages to recent graduates who have become full members of the chapter.
- Other   50

16) **How did your chapter recruit new ASSP and chapter members?**
   - Leveraged the Society's annual Member-Get-A-Member Campaign   150

     Note: Information about the annual Member-Get-A-Member campaign can be found on the ASSP website. To learn more about how your chapter might leverage the campaign, contact Chapter Services

   - Contacted local businesses in the area   175

     Note: This would include outreach to new businesses and/or members contacting their employers or job sites (and/or individuals where they are working) to provide information about the benefits of ASSP and chapter membership.

   - Exhibited or attended local safety events to promote the chapter & ASSP   200

     Note: Exhibiting at or attending local safety events may include any or all of the following: expos, PDCs, and/or meetings of other national or local organizations or coalitions dedicated to promoting safety and/or the safety profession.

   - Partnered with the local Chamber of Commerce (or comparable organization)   100
     to make connections with local contacts

     Note: The term partnership denotes active participation and a collaborative relationship in which both parties are contributing to the development of programming. Simple membership of a Chamber of Commerce without active participation does not denote a partnership. If there is not an active Chamber of Commerce in your chapter's area, a comparable organization that coordinates services to promote the interests of a variety of local businesses would qualify.

   - Other   100
     - o Personal Recruiting

- o   Work with CSU EH program to recruit the safety profession through \"Safety Matters\"
- o   Work with Wyoming DOL to provide safety training to groups
- o   Maintained Chapter Meeting non-member list for communication and Recruiting
- o   Booth/Attendance/Participation at Colorado State Univ Environmental Health event
- o   Setting up a chapter recruitment campaign or participating in a regional recruitment campaign with a promo code from Chapter Services .
- o   Hosting recruitment events in partnership with other ASSP communities (another chapter, a Practice Specialty, or a Common Interest Group).
- o   Maintaining a list of non-members who attend meetings and inviting those guests to become members through chapter communications (newsletters, social media, website information, etc.) or direct contact (direct mailings, emails, and/or phone calls).
- o   Hosting a bring-a-friend meeting, social event, or campaign that encourages current Executive Committee and/or chapter members to introduce colleagues to the chapter andASSP.
- o   Involving the chapter's student section in a call-list program to recruit new members to the chapter and help the students learn more about the benefits of full membership for when they graduate.
- o   Offering incentives for new members (ex. free first meeting, gift certificates, chapter or ASSP merchandise, etc.).
- o   Hosting special networking, social, or outreach events with the primary focus of recruiting new members.
- o   Inviting representatives of other safety organizations or coalitions in your area to attend chapter meetings to introduce them to the benefits of membership.
- o   Providing membership information on the chapter's website, including benefits of chapter membership, benefits from Society, and links to the on-line membership application.
- o   Providing special outreach to the chapter's student section members or students at local colleges and universities to promote the benefits of student membership (current students) and full membership (graduating students).
- o   Joining other business associations in the area for the purpose of networking (ex. Small Business Association).
- o   Establishing a young professionals group to encourage young professionals to maintain their membership.
- Other   100
- Other   100

17) **How did your chapter provide employment information to your members?**
   - Post local employment opportunities in newsletter, website, social media   50
   - Promoted local employment opportunities at chapter meetings/events   50

     Note: This includes a jobs board in conjunction with the chapter's or region's PDC.

   - Referred local employers to post jobs on the ASSP Job Board   50

     Note: This referral can take place in person, through regular chapter communications (email blasts, newsletters, etc.), and/or through social media posts.

   - Referred local chapter members to post resumes on the ASSP Job Board   50
   - Other   50

- o   Appointing a Jobs Chair to manage chapter jobs boards and postings and to facilitate connections between job seekers and employers.
- o   Promoting the chapter's jobs board through other ASSP communities, the Region, and/or local staffing companies.
- o   Including career development sessions at chapter meetings, PDCs, or other events (ex. feedback on resumes from recruiters, mock interviews, career panels, etc.).
- o   Incorporating a regular jobs announcement portion in chapter meetings, newsletters, email blasts, social media accounts, and other chapter communication outlets for members to share open positions they are aware of.
- o   Developing a mentoring program for student section members, young professionals in the chapter, or professionals new to safety with the focus on current members providing career guidance to their mentees.
- o   Developing an internship program for student section members, young professional members, or professionals new to safety with the focus on current members providing internship opportunities with their companies.
- o   Hosting a specific career-focused meeting where members can talk with recruiters, receive resume feedback, participate in mock interviews, and/or hear from panelists about their careers.

18) **How did your chapter determine member expectations and utilize this assessment?**

Note: While feedback from individual members is important, this question is intended to capture the ways in which your chapter gathers, compiles, and uses input from your entire chapter membership beyond anecdotal conversations or quick polls of the members present in the room at chapter meetings.

-   We conducted a member survey   50

Note: member surveys may be distributed in conjunction with special events of the chapter, new member welcome communication, and/or through an annual or quarterly survey distributed through email, a chapter's website, or social media accounts.

Other ways chapters determine member expectations and utilize this assessment include any or all of, but are not limited to, the following:
- ▪   Maintaining a record of one-on-one conversations and using that record to inform chapter decisions.
- ▪   Conducting a focus group with specific questions
- ▪   Hosting an open forum dedicated to soliciting member feedback and following up on issues from the discussion.

-   We conducted a post-meeting evaluation after each meeting   50

Note: post-meeting evaluations may be distributed in hard copy form at the close of a meeting or electronically through email, newsletters, the chapter's website, or social media.

-   We distributed the results of all surveys to the chapter officer team   50

Note: when survey results are shared with the officer team, the expectation is that the officers use this information to make decisions about the direction, management, and activities of the chapter.

-   We shared results with the chapter members   50

- We used data to make changes   50

19) **Please describe your chapter's practices in communications with chapter members**
- Our chapter sent communications to our members on a consistent schedule   50
  (i.e. monthly)

- Chapter has designated volunteer(s) responsible for developing and distributing   50
  communications

- Our chapter communications contain a mix of chapter, society, and OSH news   50
- Our chapter utilized Real Magnet or another CAN-SPAM compliant email
  service to contact members   25

- Our chapter utilized email accounts hosted by ASSP   25

-
- Our chapter used a new roster every time we contacted members (check box if
  you contact members through your Real Magnet account provided by ASSP)   10

- Chapter electronic communications (email, social media posts, etc.) linked to
  a news story, event or other content on our chapter website   50

- Our chapter utilized the e-newsletter template provided by ASSP   50

- Our chapter utilized e-communications training resources from ASSP   75

20) **Please describe your chapter practices and procedures in terms of your chapter website.**
   - Does your Officer page have officer photos and their contact info?   100

   - Did your chapter maintain it's website with monthly content updates?   100

   - Does your chapter have a designated volunteer(s) responsible for ensuring your website is up to date?   100

   - Our chapter removes/archives files, news stories and other content on our website that is over 1 year old.   50

   - Chapter members and guests can register (RSVP and/or pay) for chapter events through our chapter website.   75

   - Our chapter utilized website training resources from ASSP.   75

21) **Please indicate other ways your chapter has communicated with it's members**
   - Use of social media (chapter FB page, Twitter, LinkedIn, etc.)   75
   - Chapter meeting notices distributed 3 - 4 weeks prior to the meeting date   100

- Follow-up meeting messages, thanking attendees & providing resources   100

Note: Follow-up meeting messages may take the form of emails to attendees, thank you cards or postcards sent in the mail, and/or posting meeting information and materials on your chapter's website.

Follow-up messages may include meeting notes (ex. speaker video or Power Point slides), contact information for speakers or vendors, a post-meeting survey, information about obtaining a transcript for CEUs, or other relevant information.

- Other   50
  - Meeting reminder e-mails via Magnet Mail
  - Payment verification email
  - Uploading Chapter Meeting PowerPoint to website
  - Sending meeting reminders (1-2 weeks before, 1 day before, etc.).
  - Utilizing a CAN-SPAM compliant email distribution service (ex. RealMagnet) that ensures the chapter is respecting members' contact preferences.
  - Calling members to invite them to meetings and events or to provide additional information about the chapter.
  - Sending direct mailing to members with information about the chapter or upcoming chapter events.
  - Providing printed materials with chapter information at chapter meetings and events.
  - Providing a confirmation message when members register for chapter meetings and events. (Event Espresso, the online registration included in your webhosting package from ASSP, has the capability to automatically send confirmation messages that you can customize.)
- Other   50
- Other   50

22) **How does your chapter serve segments of your members?**
- Our chapter holds regular meetings in a satellite location where a number of our members are located   10
- Our chapter holds meetings geared toward members in a specific industry that are separate from our regular chapter meetings   10   10
- Our chapter hosts programming specifically geared toward student members   10
- Other   10
- Other   10

What are the things your chapter does to support your sections? (Will appear if "section/student sections" selected)
- Make sure section leadership attends most chapter meetings   10

Note: virtual participation is acceptable.

- Chapter web site has a page for their sections   10
- Section updates are part of chapter meetings   10
- Section invites chapter members to their events   10
  Note: the expectation is that chapter leadership also encourages chapter members to attend section meetings that they are invited to.

- Chapter insures required paperwork is turned in on time   10
- Other   10

- o Creating opportunities for sections to lead particular events or portions of events for the chapter (ex. a trivia night hosted by the student section, a construction section organizing a construction track at the annual PDC, student section fundraising during annual golf outing, etc.).
- o Ensuring a representative from the chapter, either leadership or a designated liaison, is present at section meetings to facilitate the exchange of information.
- o Organizing special chapter meetings presented by representatives from the section.
- o Providing support in securing speakers for section meetings and events.
- o Providing financial support for section leaders and/or members to attend trainings such as the local or Society PDC, Leadership Conference, or Future Safety Leaders Conference.
- o Providing material resources, such as giveaways, to the section for recruitment drives and other outreach.
- o Providing financial support for section activities that exceeds the amount specified in the chapter's bylaws.
- o Holding joint meeting(s), events, awards ceremonies, etc., with the section(s).
- o Offering discounted meeting or event attendance for student section members.
- o Establishing a leadership mentoring program where chapter leaders provide operational guidance and support to section leadership.
- o Nominating sections or section leadership for awards (ex. Student Section of the Year, chapter recognition award, etc.).
- Other   10
- Other   10

4,075 pts Available

SECTION 3: Community Outreach

Section 3 focuses on your chapter's community outreach activities that relate specifically to safety. Many chapters engage in charitable work that is meaningful to chapter members and the local community; these activities may be reported in Section 2 as they do enhance the member experience. However, for the purposes of this section only activities that directly relate to safety or raising the profile of safety and ASSP should be reported. That is, general toy drives or flood relief may be reported in Question 14 as providing a personalized and welcoming environment. On the other hand, this is the section to report donations of bicycle helmets to toy drives or first aid kits to flood victims, etc.

23) **How does your chapter communicate or promote safety in your community?**
- Participate in Career Day(s)   50

Note: Career days may be hosted by high schools, colleges and universities, and/or agencies or coalitions in the local community.

- Support a student scholarship or the ASSP Foundation   50

Note: For resources on establishing or managing student scholarships, contact the **ASSP Foundation**.

- Involvement in local organizations (i.e. 4H)   50

Note: Involvement may include attending the meetings of the other organization (ex. ABC meetings), representing ASSP as a volunteer for an event of the other organization (ex. judging a science fair), delivering presentations on behalf of ASSP (ex. speaking with students about OSH careers), or other activities as part of a relationship with another organization.

Local organizations may include 4H or other youth clubs, schools (elementary, high school, or college where the chapter does not have a student section), local safety councils, local chapters of other safety

organizations, social service agencies, or other organized groups.

- Partner with other safety organizations or local businesses   50

Note: Partnerships extend beyond simple involvement in one another's organizations. Partnerships are defined by working with one or more other organizations on a common goal or project.

Activities that are common among partnerships include, but are not limited to:
- Coordinating a PDC or other safety-focused events and conferences.
- Creating and delivering a safety awareness program in the local community.
- Establishing a formal relationship (MOU) to share some of the benefits of membership among each organization (taking care not to conflate the two memberships).

- Other   50
  - Severance Elementary School Safety Glass Giveaway
  - CSU Environmental Health Association Presentation
  - Larimer County Emergency Preparedness Booth
  - Wyoming Workforce and Safety Summit participation
  - Colorado in Motion – S&H Roundtable participation
  - NIOSH Safety Matters participation
  - AIHA Joint meeting
  - Meeting with local businesses to promote ASSP membership for their employees.
  - Awarding a corporate safety award to a local business (and promoting the award through local media).
  - Inviting businesses to advertise at technical meetings through sponsorship.
  - Designating awards for science fair participants whose projects are related to safety.
  - Serving on the board of a local safety council in the capacity of representing the ASSP chapter.
  - Sponsoring local safety initiatives with monetary or materials donations.
  - Representing ASSP at community events and conferences hosted by other organizations.
  - Leveraging national and international days of recognition (ex. World Health Day, World Environment Day, etc.) to host safety local awareness events.
  - Partnering with other ASSP communities (another chapter, Practice Specialty, or Common Interest Group) on safety-related outreach projects.
  - Hosting a monthly radio or television show or podcast on local safety issues.
  - Donating safety items to local charities (ex. bike helmets to Toys for Tots, first aid kits to flood victims, car seats to family support agencies, etc.).
  - Hosting a Worker Memorial Day event to remember workers who have suffered death or injury on the job and raise awareness about workplace safety.
  - Representing ASSP at local business's Safety Day programs.
  - Participating in local or regional safety awareness programs (i.e. efforts that are like NAOSH but at the state, county, or city level in scope).
  - Partnering with the ASSP Foundation to support a scholarship or professional development grant.
  - Coordinating a local scholarship or professional development grant program.
  - Inviting local media to charitable events to raise the profile of ASSP and safety issues in the local community.

- Other   50
- Other   50

- Other   50
-
24) **Does your chapter support Safe + Sound Week or another national safety awareness campaign?**
   - Yes (Explain)   50

Note: If your chapter participates in a national OSH awareness week outside the United States, you may also check yes for this question and use the explanation box to supply further details.

- o National Stand Down for fall Protection Week
- o Safe & Sound Week
  - Sent email reminder and encouraged member participation
  - Posted on website
  - Members reported back their company participation
- o Hosted/Sponsored Safety Minds (an occupational suicide prevention course) 8 hr Train the Trainer class.

450 pts Available

SECTION 4: Professional Development

Section 4 focuses on the professional development opportunities that your chapter organizes for its members. Professional development activities that chapter officers participate in on their own do not qualify.

25) **Please answer the following questions in regards to your chapter meeting planning and operations.**
   - Does your chapter collaborate across Society to source speakers? (i.e. practice specialties, common interest groups, other chapters, ASSP Community etc.)   100
   - Leverage technology to connect audiences to face-to-face meetings?   100
     - o Region II virtual meeting May 2018 for ASSE PDC prep
     - o Facebook Live meeting 9/12/2019 to members
   - Does your chapter offer CEU's at your event(s)?   100
   - Does your chapter have a sponsorship program?   100
   - Does your chapter offer certification study groups?   100

Note: The study groups may be coordinated by Board members, chapter members who have volunteered to lead the group, and/or take the form of hosting a seminar such as the exam prep workshops offered by ASSP's Professional Development team.

500 pts Available

SECTION 5: Leadership & Training

Section 5 of the COMT focuses on training that your chapter's officers have participated in to develop their leadership skills. The underlying intention is that chapter officers use this training to fulfill their role with the chapter and to improve the chapter's operations and activities, including sharing what they have learned with the rest of the chapter officers. Technical trainings, such as attending PDC or and OSHA program, while important professionally, do not qualify as leadership training for this purpose.

26) **Indicate the training opportunities your chapter leaders have participated in.**
  - Sent one officer to ASSP's Leadership Conference   150
  - Sent additional officer(s) to ASSP's Leadership Conference   75
  - All our chapter leaders took their on-line leadership position training from ASSP   75

Note: Online officer training includes any or all of the Leadership Position Training modules found in the Leadership On-demand Training from ASSP.

  - Our chapter leaders took online operational training from ASSP   50

Note: Online operational training includes any or all of the Operational Training modules found in the Leadership On-demand Training from ASSP.

  - Other online leadership training   50

Note: Other on-line leadership training may include on-line trainings offered by another organization.

  - Chapter training at ROC meetings   75
  - Individual training or transition meetings   75

Note: Individual trainings are one-on-one trainings for incoming officers as part of their transition into leadership (i.e. a conversation between one outgoing officer and the incoming officer to go over requirements and procedures). Transition meetings are special meetings in which a chapter's entire outgoing Executive Board meets with the incoming Executive Board to go over requirements, procedures, and recordkeeping. This includes the preparations outgoing officers make for such meetings, such as updating role descriptions and list of duties.

  - Gathered best practices from other ASSP communities (other chapters,
    practice specialties, common interest groups or the ASSP Community)   75
  - Other   50
      o OSHA Leadership Fall Prevention Grant #SH 31236 SH7
      o Supervisor Safety Training
      o 4 Day Business Communications Workshop
      o Vice Pres. Attended Safety trained supervisor prep workshop
      o Additional board Members attended ROC
      o Potential Board Members invited and joined board meetings.
      o Cross trained several board and chairman roles
      o Participating in any virtual or in-person training provided by your AD or RVP.
      o Attending a leadership training organized by an organization other than ASSP and
         sharing the learning outcomes with the other officers.
      o Hosting trainings for individuals who may be interested in chapter leadership before
         they run for elected office.
      o Establishing a mentoring relationship between past officers and new officers that
         continues throughout the program year.
      o Sending additional officers (beyond the minimum requirements) and/or emerging
         leaders to AOC / ROC meetings.
      o Leveraging ASSP leadership and staff for specific trainings (ex. working with your
         RVP or AD to improve chapter operations, going through a training to learn how to
         manage the chapter's website).
      o Establishing a cross-training program among officers to help everyone understand
         roles, responsibilities, and growth potential.
      o Establishing a mid-year training review for chapter leaders and/or other volunteers.

- Other   50
- Other   50
- Other   50

27) **Indicate the transition activities and resources your chapter provided for the transition of incoming leaders.**
- Used the transition tools in Community Leader Resources   75
- Held a transition meeting of incoming chapter leadership   75
- Distributed and reviewed a duty checklist for all incoming chapter leaders   75
- Held an installation ceremony for new officers   50
- Shared best practices with another ASSP community (other chapters, practice specialties, common interest groups or the ASSP Community)   75
- Other   50
  - Digital transition of records for new incoming treasurer
  - Holding elections earlier than required in order to provide opportunities for job shadowing with and training from existing officers.
  - Participating in a regional transition training call or webinar.
  - Following up with new officers after 60-90 days to check-in on the transition and review information as needed.
- Other   50

28) **Indicate what succession planning practices your chapter has leveraged**
- Used the succession planning tools in Community Leader Resources   75
- Sent one potential leader who is not currently serving as an officer to ASSP's Leadership Conference   75

Note: Potential leaders are those individuals who have been identified as strong candidates for future leadership positions but who have not yet held an office in the chapter.

- Sent additional potential leader(s) not currently serving as an officer to ASSP's Leadership Conference   75
- Kept a log of members who may be good volunteers   75
- Shared best practices with other ASSP leaders (chapters, practice specialties, common interest groups or the ASSP Community)   75
- Provided small roles for potential leaders to get involved with (For example, greeters at meetings or helping with the registration desk)   75
- Other   50
  - Updated officer binders provided at transition meetings
  - Inviting members to attend board meetings to learn about the roles and work involved.
  - Creating job shadowing opportunities for potential officers.
- Other   50

1,825 pts Available