Chapter Operations Management Tool: 2020-2021

Tom Logan Region 1 Area 3 Director
A vibrant community

ASSP chapters provide accessible, face-to-face opportunities for ASSP members to become better safety professionals.
Chapter Charter Requirements

**Society Operating Guideline 8.5**

- Member value
- Operational Activity
- Reporting
Chapter Operations Management Tool

- Planning
- Feedback & reporting
- Chapter recognition
Tool Structure
Reporting Requirements

- Upload requested reports
  - Annual Operational Plan – August 15
  - Annual Leadership Report – May 31
  - Annual Financial Report – May 31
- Mark confirmation box for each report

Section Points Available: 1,200
Operational Activity Requirements

- Provide requested information & mark the actions your chapter has taken
  - Nominations & elections process
  - Chapter website maintenance & other communications practices
  - Regional Operating Committee meeting attendance

Section Points Available: 3,660
Member Value Requirements

- Provide requested information & mark the actions your chapter has taken
  - Leadership planning & development activities
  - Cooperation with Society
  - Chapter meetings

Section Points Available: 3,650
Additional Member Value Activities

- Mark the actions your chapter has taken
  - Take advantage of career / personal development opportunities
  - Develop leadership skills
  - Attain certifications and earn CEUs
  - Expand local network of safety professionals
  - Expand technical knowledge

Section Points Available: 1,500
Recognition
Recognition Points Distribution

400 points
- Chapter charter requirements
- Total points available: 6,000

90 points
- Strong impact on ability to meet chapter charter requirements
- Total points available: 1,890

40 points
- Supports ability to meet chapter charter requirements
- Total points available: 2,120

Recognition Levels

Bronze:
6,000 – 6,999

Silver:
7,000 – 7,999

Gold:
8,000 – 8,999

Platinum:
9,000+
Recognition Levels

Bronze: 6,000 – 6,999
Silver: 7,000 – 7,999
Gold: 8,000 – 8,999
Platinum: 9,000+

Points By Section

- Reporting Requirements
  - Required activities: 1200

- Operational Requirements
  - Required activities: 2800
  - Listed supporting activities: 700
  - Other supporting activities: 160

- Member Value Requirements
  - Required activities: 2000
  - Listed supporting activities: 1410
  - Other supporting activities: 240

- Additional Member Value Activities
  - Listed supporting activities: 1020
  - Other supporting activities: 480

Recognition Levels

Bronze: 6,000 – 6,999
Silver: 7,000 – 7,999
Gold: 8,000 – 8,999
Platinum: 9,000+
Tips & Resources
Make the Most of the Tool

- Engage the whole chapter leadership team
  - Set goals together
  - Review your COMT during each leadership team meeting
  - Divide reporting responsibilities
- Update your COMT regularly
Resources

- 2020-21 COMT Guidance Document
- 2020-21 ASSP COMT Plan Template
- Your area director
- Your regional vice president
- Other chapter leaders
- ASSP Chapter Services
This document provides guidance as you plan and report your chapter’s activities each year.

Clarifications and examples are included for each question. In addition, there are a few general guides to consider as you complete the Chapter Operations Management Tool:
Section 2: Operational Requirements
Operational activity requirements focus on the basic operational elements that enable chapters to deliver value to members responsibly.

4. Provide the names of your Nominations and Elections Committee

Note: There is no form to upload for this question; instead, click the box and provide the complete name of each member of your chapter’s Nominations & Elections Committee in the field provided.

- 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.)

Note: A copy of your chapter’s current bylaws can be downloaded from the Chapter Bylaws page in Community Leader Resources for your reference.
Chapter Operations Management Tool
2020 – 2021 Guidance

Note: “Other” responses may include any or all of, but are not limited to, the following:

- Electronic communications (email, social media posts, etc.) link to a news item on our website
- Utilize chapter’s Real Magnet or another CAN-SPAM compliant email service
- Utilize email accounts hosted by ASSP
- Utilize the e-communication training resources from ASSP
- Send meeting reminders (1-2 weeks before, 1 day before, etc.).
- Call members to invite them to events or to provide additional information about the chapter.
- Direct mailing to members with information about the chapter or upcoming chapter events.
- Provide printed materials with chapter information at chapter meetings and events.
- Provide 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.)
# ASSP Chapter Operations Management Tool Points Tracker

<table>
<thead>
<tr>
<th>Section 1: Reporting Requirements</th>
<th>Pts Avail</th>
<th>20-21 Goal</th>
<th>Resp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Upload your 2020 - 2021 Chapter Operational Plan. Due August 15, 2020.</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>2 Upload your Annual Chapter Leadership Report. Due May 31, 2021.</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>3 Upload your chapter’s Annual Financial Report. Due May 31, 2021.</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Enter your total revenue and expense from your financial report</td>
<td>0</td>
<td></td>
<td></td>
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</tbody>
</table>

**Totals for Section 1: Required Requirements**

<table>
<thead>
<tr>
<th>Section 2: Operational Requirements</th>
<th>Pts Avail</th>
<th>19-20 Goal</th>
<th>Resp</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Provide the names of your Nominations and Elections Committee.</td>
<td>400</td>
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</table>

**Required Chapter Website Updates**

- Reviewed between July - September
- Reviewed between October - December
- Reviewed between January - March
- Reviewed between April - June

**Compliance Tracker**

- Bylaws Requirements
- ASSP Chapter Contacts
- Collaborations Contacts
- ASSP Region Contacts
Thank You