

## **Chapter Committees**

### **Overview of Committees**

Standing Committees - established in Chapter Bylaws to take care of ongoing functions such as Nominations and Elections and Executive Committees. Other options for standing committees include, but are not limited to Programs, Membership and Government Affairs committees.

Special Committees and Task Forces - appointed by the President to achieve a specific goal and are dissolved at the completion of the project.

### Relationships

- The President or his/her designee supervises the committees
- All committees should regularly report to the Chapter Executive Committee

## **Typical Committees**

### Executive Committee

- Meets at least monthly and manages chapter operations and affairs
- Approves chapter Long Range Plan and updates it annually
- Reviews the Treasurer's Report monthly
- Approves the annual chapter budget and any budget exceptions
- Receives reports from officers, committees and sections and act on motions and recommendations
- Refers appropriate business to the full membership, as required by Chapter Bylaws

### Nominations and Elections Committee

- Selects candidates for chapter offices from the membership
- Prepares a slate of officers for the coming year and reviews the slate with the Executive Committee
- After review with the Executive Committee, contacts the candidates and confirms their willingness to serve in that office, should they be elected

### Audit Committee

- Audits the chapter financial records at least once per fiscal year

### Awards and Honors Committee

- Processes materials for honoring members and recognizing achievement in professional and chapter activities
- Collects and distributes information about the Fellow Honor, Safety Professional of the Year, and Outstanding Safety Educator Award.

#### Chapter Bylaws Committee

- Recommends changes to Chapter Bylaws to reflect changes in chapter functions and/or to maintain compliance with the most current Model Chapter Bylaws
- Communicates current Bylaw stipulations to the chapter members

#### Foundation Activities Committee

- Promotes awareness of the ASSE Foundation
- Recruits members to solicit contributions to the ASSE Foundation

#### Governmental Affairs Committee

- Serves as the communication network between the chapter and ASSE HQ regarding governmental affairs and activities
- Coordinates legislative actions involving local, state, regional and national issues impacting the safety profession
- Provides input on federal laws and regulations on which ASSE is proposing to comment

#### Hospitality Committee

- Welcomes and introduces new members to chapter officers, committee chairs, and other members
- Manages any chapter activity or response to personal and professional events in members' lives

#### Long-Range Planning Committee

- Develops a three to five year long-range strategic plan to enhance the ability of the chapter leadership to serve its members

#### Membership Committee

- Recruits members
- Ensures that new members are recognized and introduced at one or more membership meeting
- Maintains a list of potential members
- Instructs and supports prospective members in the process of becoming a member
- Informs members of membership campaigns and encourage their support and participation in membership drives

#### Newsletter Committee

- Publishes, either hard-copy or electronically, and distributes the chapter newsletter to all chapter members on a regular basis
- Sends copies of the chapter newsletter to the AD, RVP and ASSE HQ

#### Professional Development Committee

- Conducts member needs assessments in determining technical and professional development activity plans

- Evaluates and proposes technical seminars and programs including needs assessments, attendance and financial gain from a proposed event
- Coordinates logistics of professional development activities
- Evaluates and proposes methods for preparing members to pass the Certified Safety Professional examination

#### Program Committee

- Develops and promotes pertinent educational programs
- Plans the program time, location and logistics (meals, set-up, A/V needs)
- Meets with the speaker(s) to coordinate the program
- Applies for CEUs, if applicable
- Introduces speaker(s)
- Submits program promotional materials to newsletter editor and public relations committee for promotion

#### Public Relations Committee

Prepares and distributes press releases and public service announcements on chapter activities to the local media