AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Region VI

Working together for a safer, stronger future.

Spring ROC 2020: Region VI

March 26, 2020

Julian Mercer - Regional Vice President
Paul Esposito - Northern Area Director
Matt Wilcox - Southern Area Director

Region VI

Spring Regional Operating Committee

Chapters

- Chesapeake
- Colonial Virginia
- Delmarva
- Greater Tidewater
- Low Country
- National Chapter
- North Carolina
- NOVA
- Piedmont
- South Carolina
- Star Valley
- Tarheel
- Triad
- Western Carolina

Welcome!

- Schedule 1:00pm – 5:00pm Thursday March 26, 2020
- Agenda
  - Call to Order — Julian Mercer
    - Chapter Roll Call
    - Quorum Confirmation
  - Board of Directors Presentation — Thomas Kramer
  - Chapter Operations Management Tool — Matt Wilcox
  - Transition planning — Matt Wilcox
  - ASSP Update — Arielle Semmel
  - Webinar Series — Paul Esposito
  - Chapter Virtual Meetings — Paul Esposito
  - Resources — Paul Esposito
  - Regional Officer Reports — Region VI
  - Council On Region Affairs update — Julian Mercer
  - Upcoming Schedule — Julian Mercer

AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Our Safety Promise

Region VI ROC Meeting

Thom Kramer, Director At Large

We are committed to health & wellness

- ASSP in-person education events through May 15 – shifted to virtual or postponed
- ASSP committee meetings are being held virtually
- ASSP's professional staff has transitioned to a remote working environment.

We Will Keep You Informed

- We Expect to Present Safety 2020
- The Board of Directors will revisit this decision at the end of April
- Early registration rate deadline extended through Monday, April 27

We Will Provide Support & Resources

- Content that can help members effectively respond to this pandemic at https://www.assp.org/coronavirus/
  - Webinar recordings
  - OSHA guidance & resources
  - COVID-19 member dialogue at community.assp.org
  - Articles & podcasts
- Resources to continue to be added and updated
- Share with your Chapter members

We Remain Focused

Trust

AMERICAN SOCIETY OF
SAFETY PROFESSIONALS
COMMUNITY

Search | Kim

Dashboard | COVID-19 | Discussions | Member Directory | Communities | Settings

Announcements

ASSP Responds to Latest COVID-19 Developments

During this period of heightened awareness over the coronavirus outbreak (COVID-19), the American Society of Safety Professionals (ASSP) is committed to ensuring the safety and health of all attendees at its events.

more

<< < 1 2 3 4 > >>

Recent Topics

Recent Topics | Popular Topics | My Topics

Welcome to the ASSP Community

Welcome! We're glad you're here. We hope you enjoy connecting with colleagues and finding new ways to get the most out of your ASSP membership. If you'd like us to show you around, click the button below.

TAKE ME ON A TOUR

View the ASSP Board Update

Board Update is a published report that aims to share information about the Board of Directors' meetings as it relates to the group's strategic and operational discussions, decisions and actions, as well as the anticipated outcomes of those activities.

VIEW BOARD UPDATE

Nimbleness

ASSP Doing Very Well

- US Member Market Share 36%/Viable Market 46%
- Strong Brand Recognition & Loyalty
- Industry Leading Annual Conference
- Known for Training & Cert Prep
- Seen as the Org to Promote Professional Development

Industry associations with focus on safety

AGC THE CONSTRUCTION ASSOCIATION
CSHEMA EHS LEADERSHIP IN HIGHER EDUCATION
UTILITY SAFETY & OPS LEADERSHIP NETWORK
RIMS the risk management society
SPE International Society of Petroleum Engineers
SME Society for Mining, Metallurgy & Exploration
prima Public Risk Management Association

Creating a safety discussion with industry focus

NFPA
BCPE
NAEM
VPP

Promote specific knowledge around safety

Niche Associations

Traditional competitors

National Safety Council

Aggressive marketing & competitive targeting

AIHA Protecting Worker Health

Targeting non-industrial hygienist

New Competitors

BCSP Board of Certified Safety Professionals

Entering certification preparation space

20TH ANNIVERSARY CLICKSAFETY Safety. Compliance. Your Future.

Online training companies

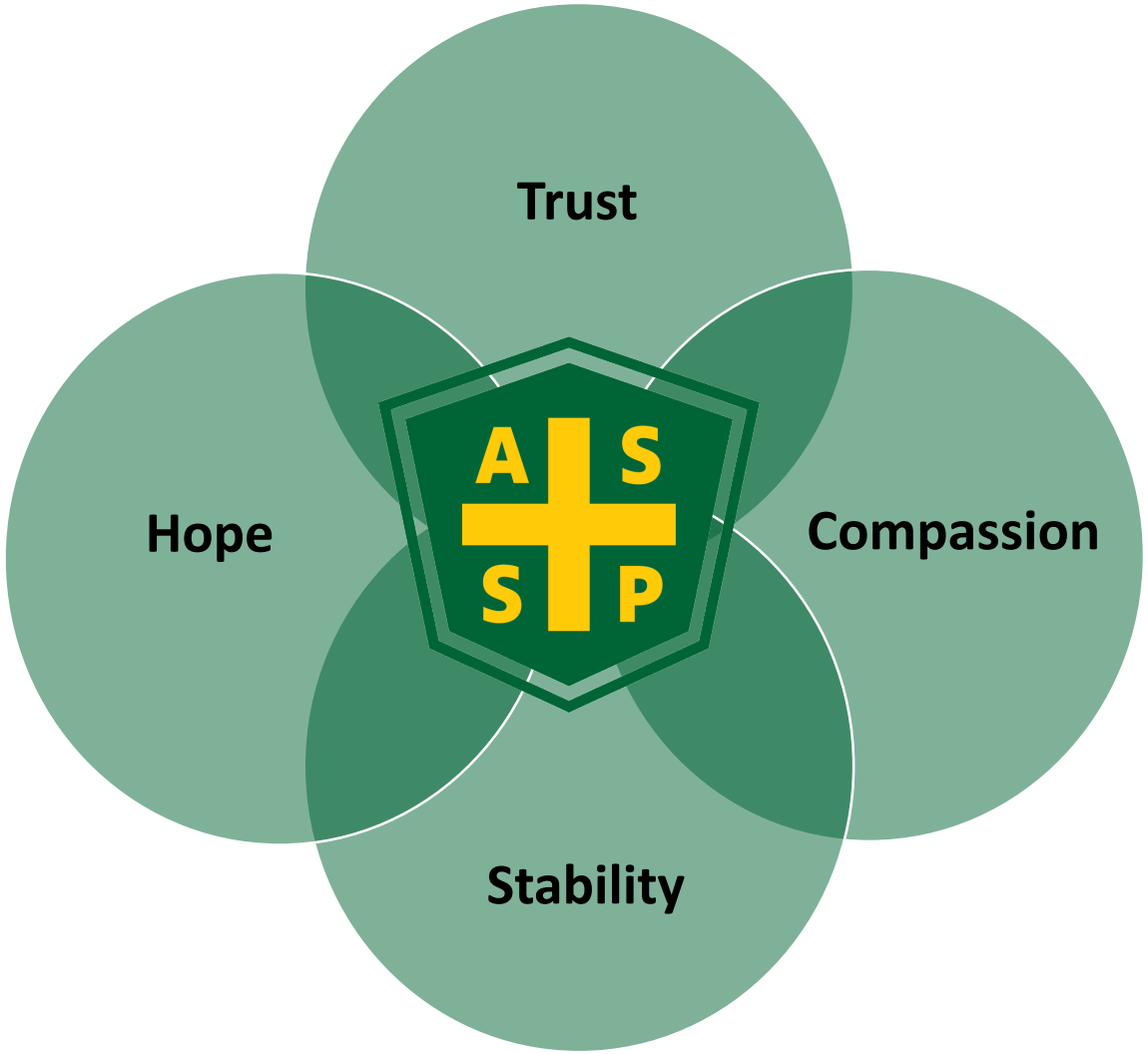
Sponsors

AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Complacency is not an option

Knowledge

Needs of Members



Source: Gallup: What Followers Want from Leaders

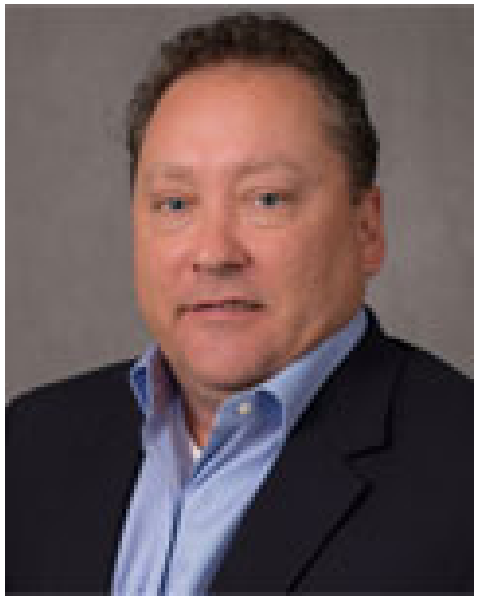
Questions

AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Thank you

Chapter Operations Management Tool

Matt Wilcox



Chapter Operations Management Tool (COMT)

Planning

Feedback & reporting

Chapter recognition

Points Change Every Year!

Streamline and simplify the tool for a more user-friendly experience: Findings

- Ease of navigation is a top concern among chapter leaders
- Chapter leaders would prefer streamlined access to the tool

COMT - Requirements

Charter Requirements	Charter Rqts	COMT Pts
1.2. Upload Chapter Operation Plan	Due – 8/15	8/1/19 - 25 pts 8/15/19 – 0 pts
1.2. Upload Annual Chapter Leadership Rpt	Due – 5/31	5/15/20 – 25 pts 5/31/20 – 0 pts
1.3. Upload Chapter Annual Financial Rpt	Due: 5/31	5/15/20 – 25 pts 5/31/20 – 0 pts
1.5. Chapter Mtg Tracker (4 Tech Mtgs) - 2 Rpts per yr to AUC/ROC (RVP/AD) - 1 AOC/ROC meetings attended by chapter President or proxy		0-1 – 0 pts 2 = 50 pts
1.10. Publish slate of candidates 1.11. Post to Website		Website – 25 pts

Section Total Points

150

Most points awarded:

Attending at least 2 ROCs

Chapter Engagement / Membership / Communication

1. Story Submission
2. Partner with Other ASSP member communities
3. Personal/Welcoming Experience
4. Recognition of Members
5. Recruitment
6. Employment Information
7. Assessment
8. Communications
9. Chapter Website
10. Other Communication Methods
11. Service to Member Segments
12. Section Support

Points: 4,075

Community Outreach

- Career Days
- Student Scholarship/ASSP Foundation
- Local org Involvement
- Partner – Safety Orgs/Local Business
- Safe +Sound Week

Points
- Listed – 250
- Other – 200
  - TOTAL: 450

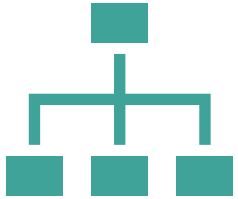
Professional Development

Points: 500

Leadership & Training

Chapter Leadership

Transition Activities



Succession Planning

Points: 1,825

Overview of Points

Sec. 1: Charter Requirements	• Listed: 150 points	150
Sec. 2: Chapter Engagement, Membership & Communication	• Listed: 3,375 • Other: 700	4,075
Sec. 3: Community Outreach	• Listed: 250 • Other: 200	450
Sec. 4: Professional Development	• Listed: 500	500
Sec. 5: Leadership & Training	• Listed: 1,425 • Other: 400	1,825

Status

Level/Scores

Bronze: 1,750 – 2,799

Silver: 2,800 – 4,199

Gold: 4,200 – 6,089

Platinum: 6,090 – 7,000

Overview – Percentage of Total

Charter Requirements	150
Chapter Engagement, Membership & Communication	4,075
Community Outreach	450
Professional Development	500
Leadership & Training	1,825

Level	Scores	% of Points
Bronze	1,750 – 2,799	25 – 39.9%
Silver	2,800 – 4,199	40 – 59.9%
Gold	4,200 – 6,089	60% - 86.9%
Platinum	6,090 – 7,000	87 – 100%

By Comparison

2018-2019

Level	Points
Bronze	1,383 – 2,326
Silver	2,327 – 3,647
Gold	3,648 – 5,345
Platinum	5,346 – 6,290

2019- 2020

Level	Points
Bronze	1,750 – 2,799
Silver	2,800 – 4,199
Gold	4,200 – 6,089
Platinum	6,090 – 7,000

Tools in Using COMT

Use this tool to help your chapter plan annual activities, track performance, and share your successes and challenges with the Society.

Show Your Chapter's Value

ASSP chapter communities provide accessible, face-to-face opportunities for members to become better safety professionals. We encourage every chapter to use COMT year-round for both planning and tracking purposes. Through this tool, you also will upload reports that your chapter is required to submit throughout the year.

To facilitate chapter planning and best evaluate performance, each chapter must complete and submit the entire COMT by June 30.

Accessing the Tool

Each chapter president, president-elect/vice president and treasurer will receive a custom and individualized hyperlink to the tool, as you cannot access the tool directly from this website. COMT is specific to your chapter so you must use the link sent in the e-mail. If you cannot locate your link, please contact ASSP Chapter Services to retrieve your custom link.

Chapter leaders will begin to receive their custom links during the third week of July. (Note: COMT links are not sent unless your chapter has submitted the previous year's COMT, which is due June 30.)

The Purpose of This Tool

COMT serves three primary purposes:

- Chapter Planning. COMT focuses on the items that are considered most important to a successful chapter year. We recommend that you review the items on the list and use this tool to plan your year. The following documents are designed to aid your planning efforts.
  - Annual Operation Planning Guide. Tips for effectively planning your year.
  - 2019-2020 COMT Guidance Document

Overview

Our Chapter Operations Management Tool (COMT) is a tool to help you plan your chapter's annual activities, track performance throughout the year, and share your successes and challenges with the Society as you deliver the shared chapter value to members:

> ASSP chapter communities provide *accessible*, *face-to-face* opportunities for ASSP Members to become *better* safety professionals.

The COMT also serves as the primary record-keeping mechanism for the chapter recognition program, which celebrates the outstanding work of ASSP chapters each year. Each question is assigned a certain point value that reflects how closely the activity helps chapters provide value to members and ASSP, as well as recognizes the level of work involved. Chapters are recognized at the Chapter Recognition Luncheon during our annual conference each June.

Bronze:	1750 - 2799 points
Silver:	2800 - 4199 points
Gold:	4200 - 6089 points
Platinum:	6090 - 7000 points

This document provides guidance as you plan and report your chapter's activities each year. In addition, you can use this document to facilitate conversations with your RVP, Area Director, and Chapter Services about the direction and operations of your chapter.

Clarifications and examples are included for each question. In addition, there are a few **general guides** to consider as you complete the COMT:

- Most questions in the COMT have several pre-determined response options. These responses come from the insights and best practices shared by chapter leaders of practices that reflect healthy chapter activities and operations. When you use the COMT as a planning tool, focus on the suggestions that provide the most value to your chapter's members.
- 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.

ASSP Chapter Operations Management Tool Points Tracker

July 1, 2019 - June 30, 2020

KEY	Sections	Pts Avail	18-19	19-20	Goal	Need
Required Activity (No Points)	Section 1 - Charter Requirements - SOG 8.10	150	0	0	0	0
In Plan	Section 2 - Engagement, Membership & Comm	4,075	0	0	0	0
Recommend Adding to Plan	Section 3 - Community Outreach	450	0	0	0	0
Points not available/not, but good for members	Section 4 - Professional Development	500	0	0	0	0
Not adding to plan	Section 5 - Leadership & Training	1,825	0	0	0	0
	Total Points	7,000	0	0	0	0

STATUS				
Levels / Scores	Pts Avail	18-19	19-20	Goal
Bronze / 1750-2799				
Silver / 2800-4199				
Gold / 4200-6089				
Platinum / 6090-7000				

2018-2019 SCALE
Bronze / 1383-2326
Silver / 2327-3647
Gold / 3648-5345
Platinum / 5346-6290

Section 0: Chapter Requirements *(not on COMT)*	2017-2018 Actions	Pts Avail	18-19	19-20	19-20 Goal	Resp	Due	Status
0	CHAPTER BYLAW REQUIREMENTS (Gulf Coast Reg's below , modify as necessary to reflect your bylaws)							
	The ExCom shall meet each month unless extenuating circumstances dictate otherwise and are affirmed by a quorum of the EC. (Notifications 3+ days prior)	0	0	0	0		Monthly	
	All ExCom members shall attend 8 of the 12 regular scheduled meetings	0	0	0	0		Monthly	
	Chapter will meet at least six (6) times per year with four (4) considered technical meetings.	0	0	0	0		6 x / year	
	Adopt a budget	0	0	0	0		Oct 2020	
	Publish Selection of the Committee members no later than the December newsletter	0	0	0	0		By Dec 2019	
	Communicate Candidates' names and qualifications to the EC at February EC meeting	0	0	0	0		February 2020	
	Publish candidates' names and qualifications to membership by March Chapter meeting.	0	0	0	0		March 2020	
	Communicate nominee names and qualifications in the Newsletter	0	0	0	0		April 2020	
	Submit recipient of the **Chapter President's Award**	0	0	0	0		April 15, 2020	
	Assist the SVP of Comms with preparations for the Region III PDC	0	0	0	0		August 20-22, 2020	
	Communicate officer candidates to EC	0	0	0	0		20+ d Mar Mtg	

Chapter	18-19 COMT Points	18-19 COMT Level	19-20 COMT Points To Date	19-20 Website Update
Northern Area				
Chesapeake	5095	Gold	25	Q1
Colonial Virginia	2545	Silver	50	Q1, Q2
Delmarva	3430	Silver	175	Q1
Greater Tidewater	3690	Gold	25	Q1, Q2, Q3, Q4???
National Chapter	5125	Gold	1750	Q1, Q2
NoVA	5370	Platinum	25	
Star Valley	3770	Gold	25	
Southern Area				
Low Country	3915	Gold	1300	Q1
North Carolina	5940	Platinum	25	Q1, Q2
Piedmont	3290	Silver	25	Q1, Q2
South Carolina	3060	Silver	25	
Tarheel	5355	Platinum	2445	Q1, Q2, Q3, Q4???
Triad	1685	Bronze	25	
Western Carolina	3640	Silver	200	Q1, Q2

19-20 COMT Point Levels

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

Last Year (18-19) COMT Point Levels

Bronze: 1383-2326
Silver: 2327-3647
Gold: 3648-5345
Platinum: 5346-6290

Questions

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SAFETY PROFESSIONALS

Thank you

Matt Wilcox

Transition Planning

Transition Planning

- Why
- What
- When
- How
- Where Can I Find Assistance
- Q&A

Transition Planning - Why

- Powerful way to share information and tools
- Continue to serve and grow chapters
- Review Roles and Responsibilities and ask questions
- Understand Key Dates
- Knowledge of what you are stepping into
- Legal Issues
- Society Requirements

Transition Planning - What

- A Time to Pass the Baton
- Review Your New Position Description
- Review Key Chapter Activities
  - Strategic Plan
  - Schedule of Chapter Events
  - Review Chapter Budget
  - Transfer Documents
  - Transfer Banking and Financial Responsibilities
  - Key Dates

Transition Planning - When

- Installation Dinner
- Last Meeting of the Previous Chapter Year
- June Luncheon
- Last Executive Committee Meeting of the Chapter Year
- After Elections are Official and Prior to July 1st of the New Chapter Year

Transition Planning - How

- Meet with Previous Officer who held the position.
- Review Position Description
- Transfer documents or files
- Review Officer Transition Checklist (found on chapter leadership training in resources)
- Setup Email Account
- Review Key Dates List
- Take Leadership Position Training

Transition Planning – Resource List

- Officer Transition Checklist
- Sample Agenda for Transition Meeting
- Chapter Communication Technology Transition Information
- Leadership Position Training
- Operational Training
- Chapter Bylaws
- Treasurer & President – Chapter Financial Planning Guidelines
- Treasurer – Chapter Accounting Standard Operating Guidelines

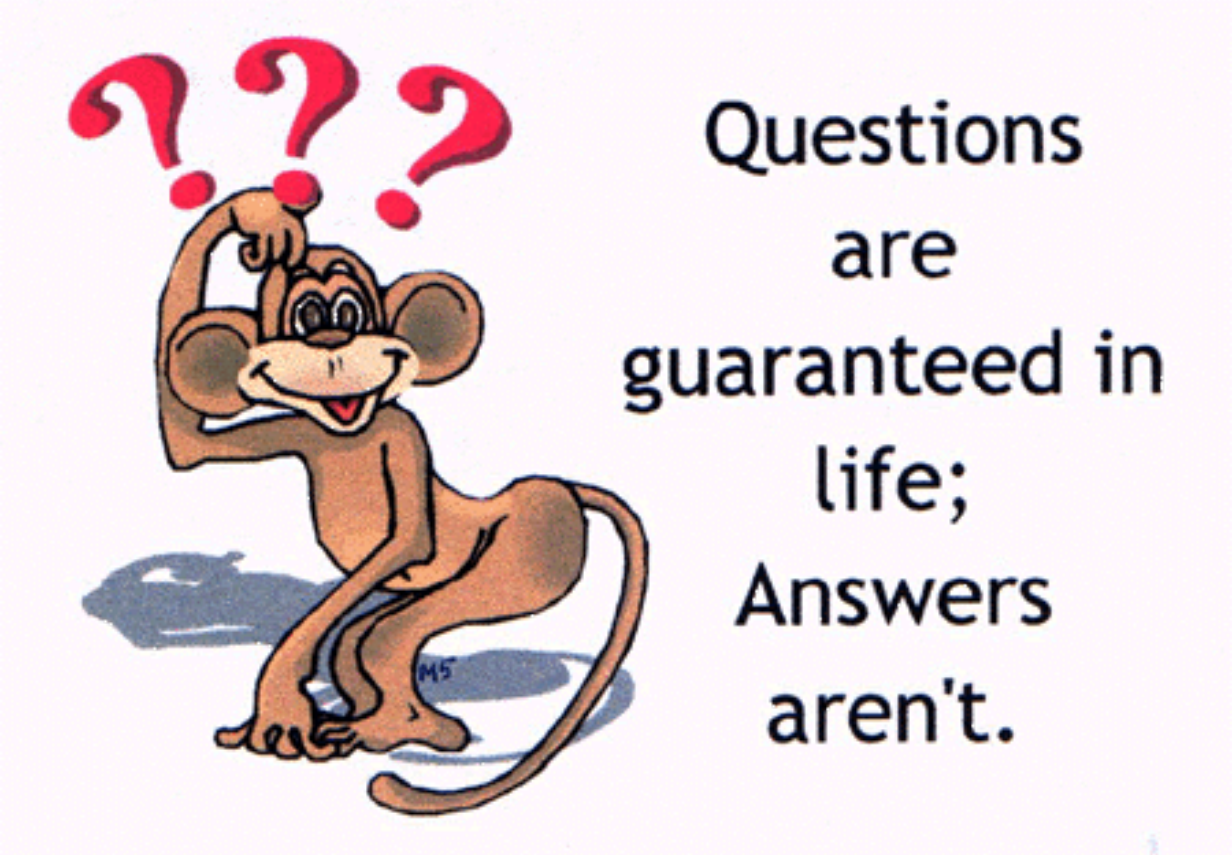
Transition Planning – Resource Links
You will need your ASSP.ORG login information

- Chapter Accounting Standard Operating Guidelines
- 2020-2021 Financial Report
- Chapter Leadership Training Page
  - Leadership Position Training
  - Operational Training
- Officer Transition Checklist
- Chapter Communication Technology Transition Information
- Sample Agenda for Transition Meeting
- Leadership Roles Job Description Page
- Chapter Roster Instructions

Transition Planning – Q&A

- When should an internal audit of Chapter Finances be conducted?
  - Annually, at or near the end of the fiscal year, but before the start of the new Chapter year. Also immediately after a president or treasurer resigns or is removed from office.
- Who makes up your internal audit committee?
  - At a minimum; incoming chapter president, another chapter executive committee member, another member of the chapter who is NOT a member of the chapter executive committee in the financial year to be audited.
  - Outgoing treasurer and president will be available to provide records and answer questions
- Where can I find a new chapter year checklist for chapter financial management?
  - Chapter Accounting Guide – page 17

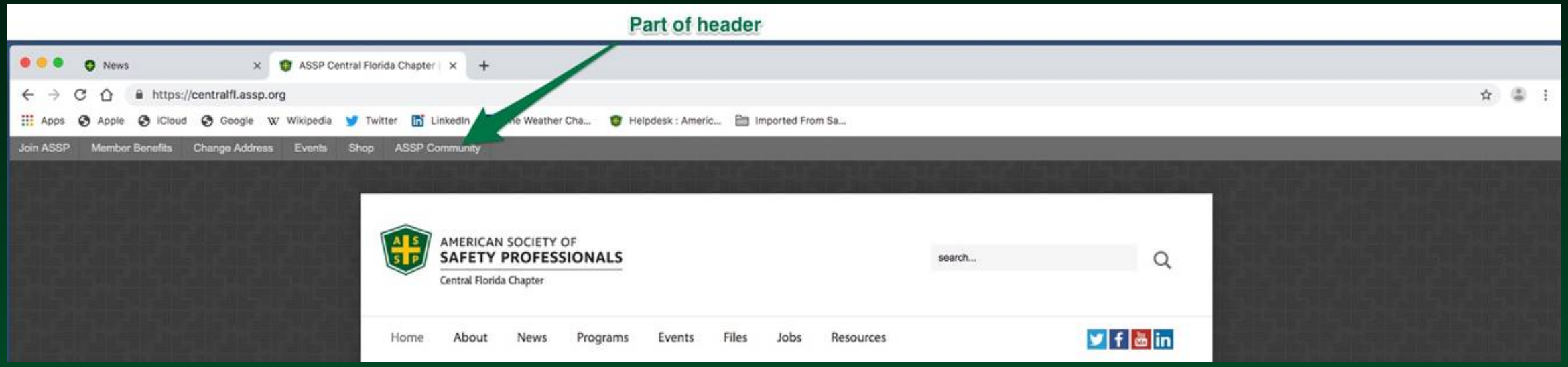
Transition Planning – Q&A



ASSP Update

- Arielle Semmel
- On line ASSP Community

Community on Your Chapter Website!



ASSP Community: Safety Technical Talk

2019 Top Content by Replies: Safety Technical Talk Forum	
1. What's a Safety Training Ninja?	39
1. Safety Management Software	20
1. Safety Metrics/ KPI Best Practices	14
1. Evaluation for Contractors?	11
1. Training Matrix Template	10
1. Did You Know About ASSP Safety Podcasts?	9

What do We Need from You?

Your Support

Your support is critical to the success of the community. This is a community shaped *by* members *for* members. Remember, your chapter members will come to you with questions.

Your Participation

Contribute to the ASSP Community by highlighting chapter successes in Community Chatter or share your insight in Safety Technical Talk

Be sure to upload your user Profile Photo!

Encourage your chapter members to contribute content.

Your Perspective

Share your unique insights as an ASSP Leader and establish yourself as a digital thought leader in front of all 39,000 members.

Future Plans for the ASSP Community

- Continue gamification through special profile badging & recognition
- Continue the ASSP Social Influencer Program
- New features rolling out (emojis, rating system)

Schedule Update

- **May 31** Upload Financial Report and Financial Checklist (AUDIT?)
- **June 1** Host transition meetings for new officers
- **June 22-25** SAFETY 2020 Conference in Orlando, FL
- **June 30** Final COMT report due
- **Aug 15** Annual Operational Plan
  - COMT Plan Excel tool (avail on Regional Web site)
- **Officer Training** On line
- **September 16-18** Region VI Professional Development Conference
- **Leadership Conference** Chicago Oct 1 -3

Questions

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SAFETY PROFESSIONALS

Thank you

Webinar Series
Chapter Virtual Meetings
Resources

Paul Esposito

Webinar Series

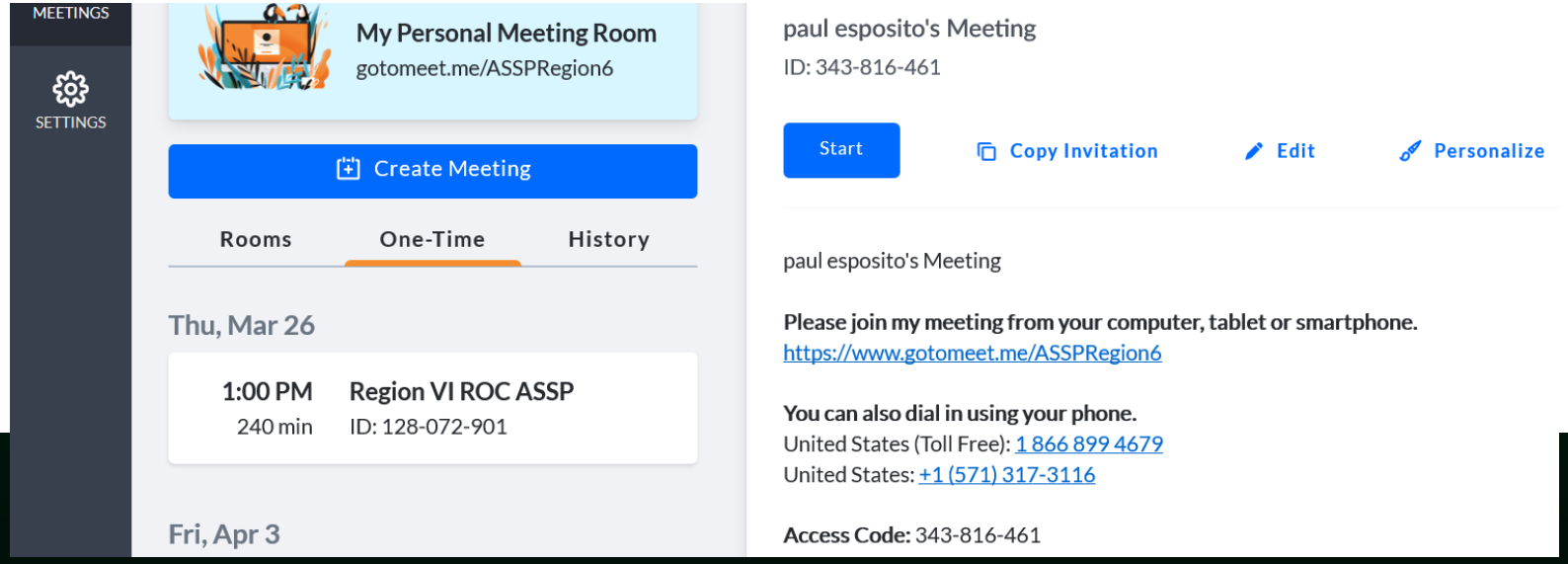
INTERNAL REGIONAL MEMBER SHARING

- First Friday of the Month 12:00 – 1:00
  - March 6th : Managing your Risk Assessment Data
  - April 3rd : Surviving a Deposition
  - May 1st : Intergenerational Communication and Mentoring
  - June 5th : Managing your Risk Assessment Data (repeat)
- Earn 0.3 CEUs if you attend ALL three
  - No credit for just attending one.
- $10 each
- Looking for more speakers for next series

Regional Virtual Meeting

GoToMeeting by LogMeIn

- Log in: (credentials to be provided)
- Password: (to be provided)
- Settings: Calendar Sync



Resources at ASSP

- ASSP
  - Roberts Rules of Order
  - Chapter Management
    - Key dates, forms, rosters, etc.
  - Leadership Training on demand
- ASSP Region VI
  - Webinar Series
  - PDC Myrtle Beach
    - Discount Code

Questions

AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Thank you

Regional Officer Reports

REGIONAL VICE PRESIDENT
Julian Mercer, MS, CSP, CRSP, ASP, CSHM
Email

AREA A DIRECTOR (NORTHERN AREA)
Paul Esposito, MS, CIH, CSP, SMS
Email

ASSISTANT REGIONAL VICE PRESIDENT - PROFESSIONAL AFFAIRS
Alicia Mitchell, CSP, CHMM
Email

ASSISTANT REGIONAL VICE PRESIDENT - MEMBER & CHAPTER AFFAIRS COMMITTEE CHAIR
Dan Collins, CSP
Email

AREA B DIRECTOR (SOUTHERN AREA)
Matthew Wilcox, CSP
Email

ASSISTANT REGIONAL VICE PRESIDENT - FINANCE
Lindsay K. Bell, MPH, CSP
Email

ASSISTANT REGIONAL VICE PRESIDENT - PRACTICE SPECIALTIES & STANDARDS
Mike Wolf, ASP, CSP
Email

ASSISTANT REGIONAL VICE PRESIDENT - STUDENT AFFAIRS
Ogaga Tebehaevu, MS, CSP
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ASSISTANT REGIONAL VICE PRESIDENT - GOVERNMENT AFFAIRS
Adele Abrams, JD, CMSP
Email

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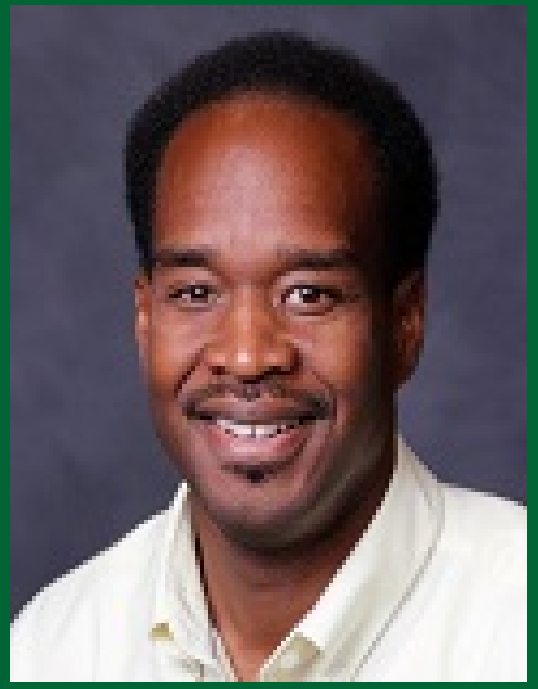
Council on Region Affairs 2019 – 2020 Projects



Julian Mercer

Chapter President Responsibilities

1. Oversee ALL chapter operations
2. Complete required reports on time
3. Participate in Regional Operating Committee (ROC) activities
4. Promote membership and student development
5. Attend ASSP Leadership Conference (each Fall in Chicago)
6. Maintain chapter website and manage content
7. Participate in training for your position through ASSP Leadership On-Demand Training and expect the same from your exec board

Project Objectives

- One on-demand training module to provide an overview of the Code of Professional Conduct for member community leaders

- One face-to-face training module to help member community leaders learn to apply good decision-making in their volunteer roles.

Project Objectives

1. Align the COMT to the value chapters are expected to deliver to members as outlined in Society Operating Guideline 8.10 and the revised chapter formation criteria
2. Streamline and simplify the tool to create a more user-friendly experience for chapter leaders within the technology that is available
3. Outline a general communication strategy to identify when to share what kind of information to most effectively support leaders
4. Right-size the recognition component to balance motivating leaders and holding chapters to a high standard of service to members

Align the COMT to the value chapters are expected to deliver: Findings

- Beyond fulfilling the requirement to submit an annual report, the connection between the tool and chapter charter requirements needs to be more clear
- The connection between response items in the tool and what kinds of activities best serve members needs to be more clear
- Chapter leaders would prefer a simplified tool.

Project Timeline

Streamline and simplify the tool for a more user-friendly experience: Recommendations

- Explore adding buttons to each page to improve navigation
- Provide COMT link through My Groups tab on ASSP website
- Enable points tracking within the tool to support goal-setting

Upcoming

- Safety 2020 – June 23rd thru June 25th

THANK YOU