

Strategic Plan Southern Nevada Chapter

ASSE
Southern Nevada Chapter
Chapter Year
2007- 2010

July 14, 2007

Three-Year Plan Approved July 14, 2007 by the Executive Board through Chapter Year
Ending 2010



Binder Contents

- Assigned to you, this is a Virtual Filing Cabinet. Please keep and maintain for the duration of the Chapter Year
- Contents are proprietary and are the property of ASSE Southern Nevada Chapter
- This Binder will be given to next year's incoming Chapter Officer or Committee Chair at the June Year-End Transition Meeting.

Acknowledgement of Binder Assignment

President	Date:	Initial:
Vice President	Date:	Initial:
Secretary	Date:	Initial:
Treasurer	Date:	Initial:
MAL	Date:	Initial:
MAL	Date:	Initial:
MAL	Date:	Initial:
MAL	Date:	Initial:
MAL	Date:	Initial:
Past President	Date:	Initial:
Past President	Date:	Initial:

Acknowledgement of Binder Assignment

Committee Chairs

Foundation	Date:	Initial:
Asset Mgmt	Date:	Initial:
CHMM	Date:	Initial:
Construction	Date:	Initial:
Education	Date:	Initial:
Gov't Affairs	Date:	Initial:
Mtg Sponsorship	Date:	Initial:
Membership	Date:	Initial:
Newsletter	Date:	Initial:
Public Relations	Date:	Initial:
Special Events	Date:	Initial:
Tech Programs	Date:	Initial:
Website	Date:	Initial:

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Session Goals

- Organizational Structure
- Job Descriptions
- Administrative Guidelines
- Programs and Budgets
- Strategic Plan Review
- Committee Action Plans
- Team Synergy
- Report Out Timelines

A photograph of a spiral-bound notebook with a light blue cover. The spiral binding is on the left side. The text "Working Together" is centered on the page.

Working Together

A photograph of a spiral-bound notebook with a light blue cover. The spiral binding is on the left side. The text "Commitment" is centered at the top of the page, followed by a bulleted list.

Commitment

- Attend Board Meetings
 - Must have quorum to conduct Chapter business
 - Must have representation of all Leadership Team members – if you cannot attend, appoint a representative
- Attend Chapter Meetings
- Encourage Membership Involvement

Fundamentals of Consensus & Teamwork

- All Communication above-board, open and honest
- Agree to disagree with respect
- Practice Conflict Resolution...It's the *PROBLEM*, not the *PERSON*
- Brainstorm – all ideas considered
- Reaching Consensus
 - Everybody heard
 - Choose best action for the Chapter

“United We Stand, Divided We Fall”

Roberts Rules of Order

- National and Chapter reference for conduct of Society business
- Chapter By-Laws in sync with RRO

Leadership Team Communication Tools

- Email
- Telephone
- Meetings
 - Agenda Items submitted
 - Agenda Items distributed
 - Agenda Published
 - Minutes Published
- Response to Requests
 - Standards for Timeliness
 - Meeting Deadlines

ASSE Southern Nevada Chapter, Region II, Organizational Structure

Chapter Charter 1968

Region II Officers

- Trish Ennis, CSP, Regional Vice President
- Jim Gallup, P.E., Area Director

Founded in 1911, ASSE is the oldest and largest professional safety organization. Its more than 30,000 members manage, supervise and consult on safety, health, and environmental issues in industry, insurance, government and education. ASSE is guided by a 16-member Board of Directors, which consists of 8 regional vice presidents; three council vice presidents; Society president, president-elect, senior vice president, vice president of finance and executive director. ASSE has 13 practice specialties, 150 chapters, 56 sections and 64 student sections.

REGION 2 Arizona, Colorado, Montana, Nevada, New Mexico, Utah, Wyoming

Arizona

Phoenix, AZ

Snake River

Boise, ID

Colorado

Denver, CO

Southern Arizona

Tucson, AZ

Four Corners

Southern Nevada

Las Vegas, NV

New Mexico

Albuquerque, NM

Utah

Salt Lake City, UT

Pikes Peak

Colorado Springs, CO

Western Wyoming

Rock Springs, WY

Sierra Nevada

Reno, NV

Wyoming Centennial

Casper, WY

Job Descriptions

- President
- Vice President
- Secretary
- Treasurer
- Members-at-Large
- House of Delegates
- Past Presidents
- Committee Chairs

President

Term of office: July 1 to the following June 30.

- Reports to Executive Board, Area Director and Regional Vice President
- Qualifications:
 - Must have been an ASSE member in good standing for at least one year prior to election and
 - Be either a Professional Member or Member of ASSE
- Responsibilities:
 - Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.
 - Chair all General Membership and Executive Committee meetings
 - Appoint the Chapter Nominations and Elections Committee, standing committee chairs and special committees as needed
 - Represent the chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC), as applicable
 - Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter
 - Update the chapter's three-year long-range plan and coordinate activities to achieve the plan's goals – Submitted to the Regional Vice President (RVP) by **August 15**
 - Ensure that Chapter Bylaws are annually reviewed and consistent with the current Model Chapter Bylaws
 - Submit an Incoming Chapter Officer and Delegate Report to the Area Director or Regional Vice President and ASSE HQ by **May 31**
 - Submit the Chapter Annual Report summarizing his/her term of office to the area director or regional Vice President and ASSE HQ prior to **August 15**. (Note: The Chapter Stars Recognition Award (CSRA) petition may serve as a substitute for the annual report)
 - Ensure an orderly transition and transfer all chapter records to the succeeding President
- Peripheral Duties: Represent Chapter at public and professional events.
- Delegate wherever possible
- Recognize officers, volunteers and members for their participation
- Conduct meetings to allow time for networking as well as adequate time for a speaker
- Distribute information from National, Regional or Area meetings to the membership as necessary

Vice President

Term of office: July 1 to the following June 30.

Reports to President

- Qualifications:
- Must have been an ASSE member in good standing for at least one year prior to election and
- Be either a Professional Member or Member of ASSE
- Responsibilities:
- In the absence of the President, serve as the Acting President
- Supervise the activities of all assigned committees
- Perform other duties as assigned by the President or Executive Committee
- Attend ROC or AOC meetings, as needed
- Attend the annual ASSE Leadership Conference
- Start planning the upcoming chapter year by December of the President-Elect (Vice President) year
- Assist the President in completing the Chapter Stars Recognition Award petition, long-range goals, and Bylaws review
- Ensure an orderly transition and transfer all chapter records to the succeeding Vice President

Secretary

Term of office: July 1 to the following June 30.

Reports to President

- Qualifications:
- Must have been an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member or Associate Member of ASSE
- Responsibilities:
- Maintain and retain all chapter files, including minutes and correspondence, for at least two years
- Issue notices of all chapter meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means)
- Record and distribute minutes of all chapter meetings to chapter officers and ASSE HQ either electronically or by mail
- Maintain chapter membership records and inform ASSE HQ of member address changes or other changes to member information.
- Provide information about new chapter members to chapter officers and committee chairs
- Assist President in completing the Chapter Annual Report or Chapter Stars Recognition Award petition
- Retain custody of the chapter charter
- Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention and the Chapter Stars Recognition Program
- Assume Chapter Treasurer duties when necessary
- Ensure orderly transition and transfer of records to succeeding Secretary

Treasurer

Term of office: July 1 to the following June 30.

Reports to President

- Qualifications:
- Must have been an ASSE member in good standing for at least one year prior to election
- Can be a Professional Member, Member or Associate Member of ASSE
- Manage Resources:
- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Prepare chapter operating budget for the fiscal year (April 1 – March 31)
- Share opinions on the chapter financial position as an elected officer
- Present reports regarding current and long-term chapter finances to the Chapter Executive Committee
- Attend meetings involving fees to be disbursed or collected by the chapter
- Witness the annual audit performed on the chapter financial records
- Maintain and Update Records:
- Obtain signature cards for incoming officers and return to the bank
- Transfer financial records from outgoing Treasurer to incoming Treasurer
- Maintain current year financial records
- Archive and maintain chapter financial records for the past five years
- Retain files of bank statements, canceled checks, invoices and vouchers
- Keep and update a ledger of payments and receipts
- Deposit chapter funds
- Prepare the Annual Financial Report and send to ASSE HQ by **May 31**
- Prepare IRS Form 990EX and/or 990 EZ, if necessary and send a copy to ASSE HQ by **May 31**
- Retain attendance records for chapter meetings
- Ensure ASSE HQ has current bank account information
- Issue monthly treasurer reports
- Submit Chapter Dues Report Form by **March 1**
- Prepare and submit an Annual Financial Report and IRS Form 990 EZ and/or 990 EZ to ASSE HQ by **May 31**

Member-at-Large

Term of office: July 1 to the following June 30.

Reports to President

- Asks for and presents the concerns of Chapter members
- Assumes responsibilities as assigned by the President

House of Delegates

Term of office: July 1 to the following June 30.
Reports to President

- Operate in accordance with House of Delegates Operating Procedures and Society By-Laws
- Keep Chapter informed of HOD actions and proposed actions
- Act on HOD mail ballots on behalf of the chapter
- Take possession of the Chapter Charter until relieved

ASSE Foundation Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Plan and Conduct Fund Raising events for annual contribution to ASSE Scholarship Foundation
- Submit quarterly article of activities to Newsletter Editor
- Create and Manage Budget

Asset Management Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members conduct minimum of quarterly committee meetings
- Maintain and keep current
 - Chapter Library Inventory and location
 - Chapter Physical Asset Inventory and location
 - Chapter Bank Accounts
 - Conduct annual Asset Audit as directed by Executive Board
 - Submit updated Asset information quarterly to Newsletter Editor
 - Create and manage budget

CHMM Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Establish and maintain Chapter liaison with ACHMM in support of national alliance between ASSE and ACHMM
- Establish and maintain current roster and contact with chapter members holding CHMM status
- Establish and sponsor Educational programs for present and future CHMM
- Conduct annual survey to identify on-going areas to support CHMM members
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Construction Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct a minimum of quarterly committee meetings
- Establish and maintain chapter involvement with identified Construction Industry Associations
- Establish and maintain current roster and contact with chapter members holding Construction status
- Establish and sponsor Educational programs for present and future Construction membership
- Conduct annual survey to identify on-going areas to support Construction members
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Education Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Establish and maintain Chapter presence as a provider of Safety Educational events
- Establish and maintain community education entities relationships
- Conduct Educational events in support of Chapter's Strategic Plan
- Conduct annual Chapter membership survey to determine professional development needs
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage Budget

Government Affairs Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Establish and maintain Communication of Issues
 - Source
 - Distribution
 - Call for Action
 - Network with National
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage Budget

Hospitality Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Create and maintain monthly meeting Calendar
- Create and maintain meeting Technical Program presentations
- Publish Calendar in Newsletter and Website
- Provide Chapter President with Presenter contact information for creation of Certificate of Appreciation and Thank You letters
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Public Relations Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Create and maintain Community Media Relations
- Create and maintain liaison with ASSE National Public Relations Officer
- Create and submit monthly Press Releases announcing Chapter events
- Maintain monthly contact with Chapter Leadership Team for event publication
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Meeting Sponsorship Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Maintain Meeting Sponsorship program
- Create and maintain contact list for potential meeting sponsors
- Conduct marketing to potential sponsor
- Provide Sponsor information to Newsletter and Website Editor
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Membership Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Establish and maintain Member Services for Recruitment, Recognition and Retention
- Conduct and maintain Chapter Meeting Attendance (Sign-In Log) and submit to Chapter Secretary monthly
- Plan and conduct new member orientation sessions according to established guidelines
- Establish and maintain competency with ASSE National "Members Only" on-line Chapter Roster
- Provide new member information to Chapter Leadership Team
- Establish and conduct Chapter Meeting Raffle
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Newsletter Editor

- Reports to Board Member Oversight and Chapter President
- Create and publish monthly professional Chapter Newsletter
- Maintain current membership distribution addresses
- Publish professional newsletter electronically; Coordinate publication with Website Editor
- Select and develop Reporters; conduct minimum of quarterly committee meeting
- Create and maintain liaison with Chapter Leadership Team article contributors
- Maintain layout standards & deadlines as authorized by the Executive Board
- Create and manage budget

Special Events Chair

- Reports to Board Member Oversight and Chapter President
- Recruit at least 3 Committee Members; conduct minimum of quarterly committee meetings
- Create and maintain Chapter Special Events
 - Standing Programs
 - Company Appreciation Annual Recognition
 - Risk Watch Child Safety Program
 - Toys for Tots
 - Community Projects
 - Holiday Giving
- Plan and conduct Chapter Annual Achievement Banquet
- Submit quarterly article on status of activity to Newsletter Editor
- Create and manage budget

Technical Programs Chair

- Reports to Board Member Oversight and Chapter President
- Recruit and develop at least 3 Committee members; conduct minimum of quarterly committee meetings
- Provide Technical Program Presenter at Chapter Meetings
- Create and maintain Chapter Year Presentation Calendar
- Publish Chapter Year Calendar with Newsletter and Website Editors
- Create and send Confirmation Letters to Presenter and venue
- Provide Chapter President with contact information for Certificate of Appreciation and Thank You Letters to Presenter
- Conduct annual membership survey to determine area of technical program interest
- Submit monthly article on status of activity and presenter information to Newsletter Editor in accordance with deadline
- Create and manage budget

Website Editor

- Reports to Board Member Oversight and Chapter President
- Maintain Architecture according to established written guidelines (Website manual created by Snelling)
- Recruit and train membership interested in participating with website
- Manage and maintain ASSE Chapter content weekly
- Coordinate publication of Chapter Newsletter
- Coordinate publication of Hospitality Committee activities
- Coordinate publication of Chapter Leadership Team contributions to website
- Create and manage budget

Important Dates

- See Handout

Officer Turnover Checklist

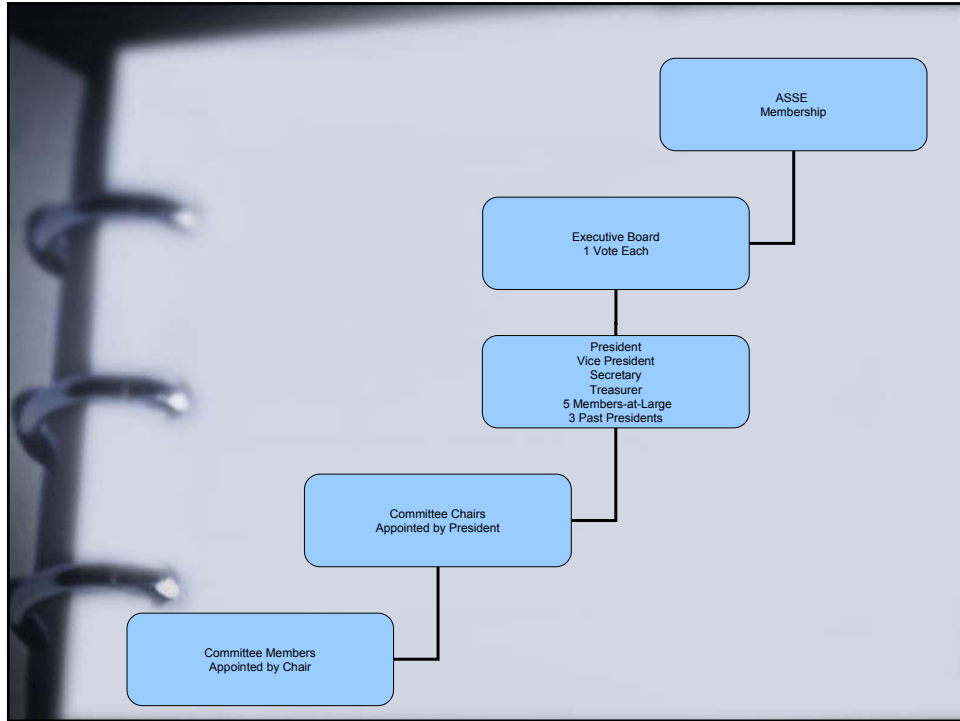
- See Handout

Standing Committees

- ASSE Foundation
- Asset Management
- CHMM
- Construction Safety
- Education
- Government Affairs
- Meeting Sponsorship
- Membership
- Public Relations
- Special Events
- Technical Programs
- Website/ Newsletter

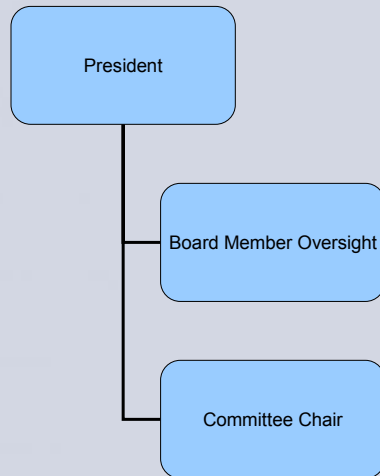
Ad Hoc Committees

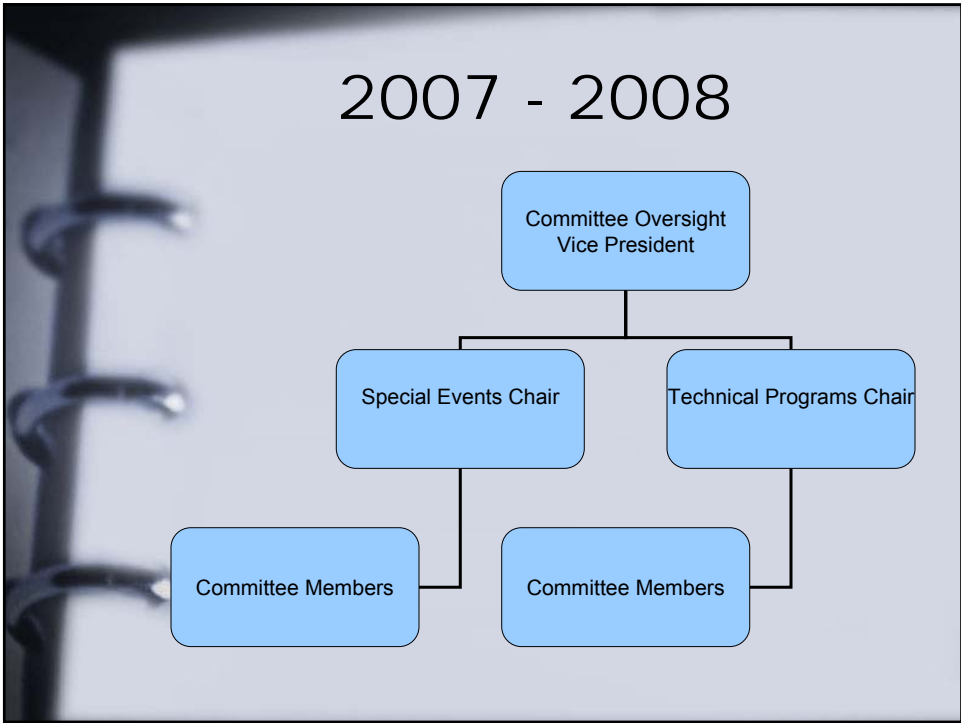
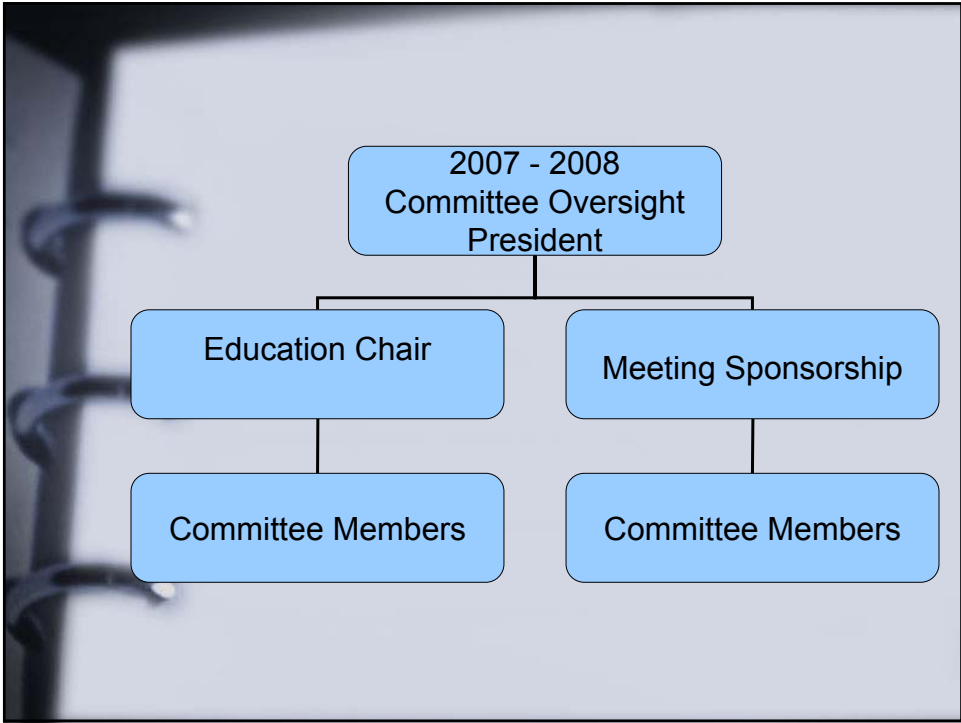
- By-Laws
- Nominations
- As Appointed



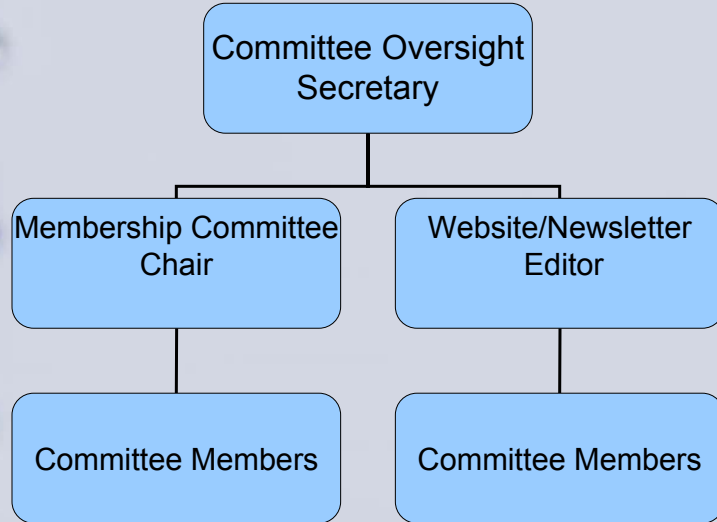
Board Member Oversight & Committee Chair Overview

- Oversight assigned by President
- Committee Chair appointed by President
- Committee Chair develops Programs and Budgets
- Committee Chair submits Programs and Budget to Board Member Oversight
- Board Member submits Programs and Budget to Executive Board

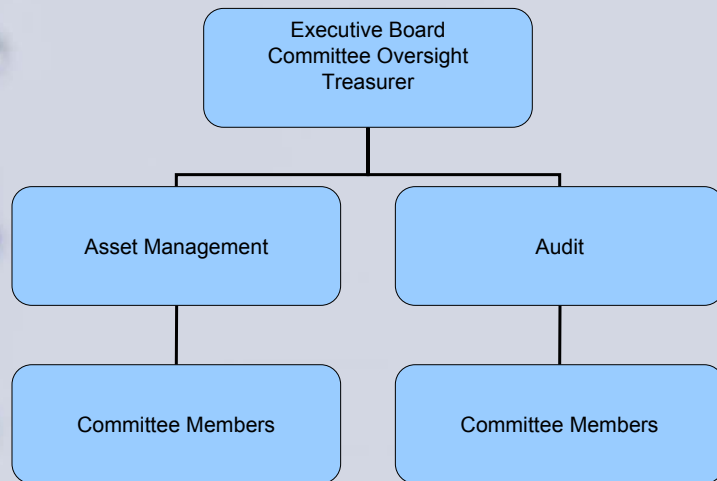




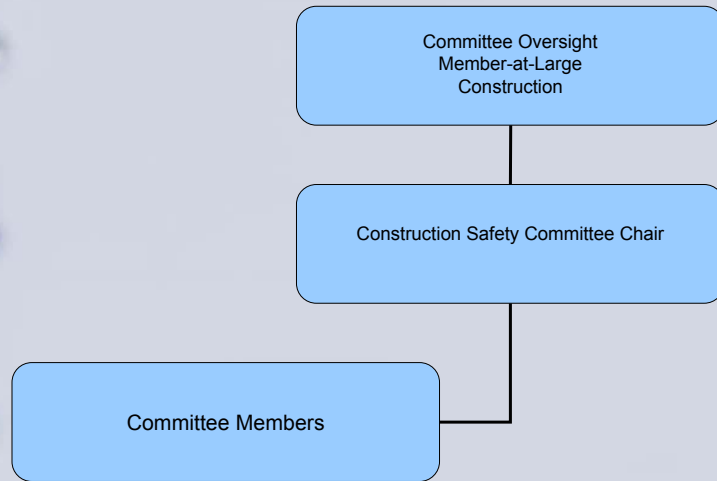
2007 - 2008 Communications Group



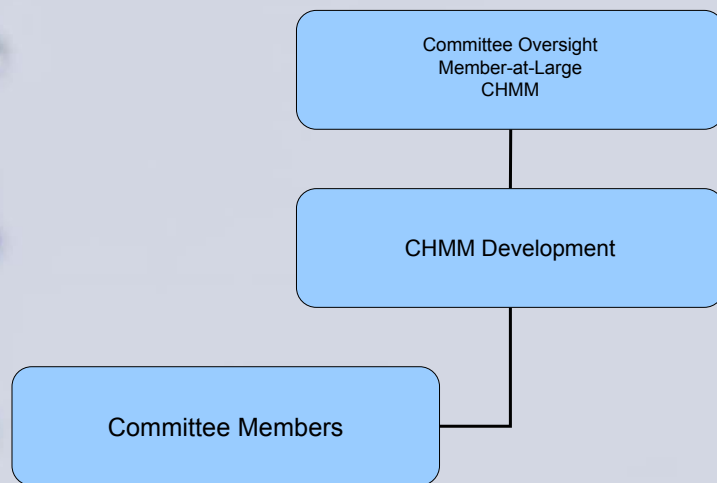
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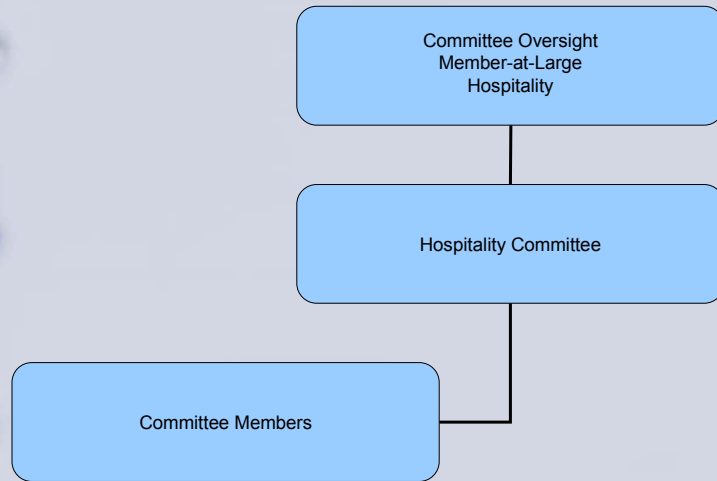
2007 - 2008



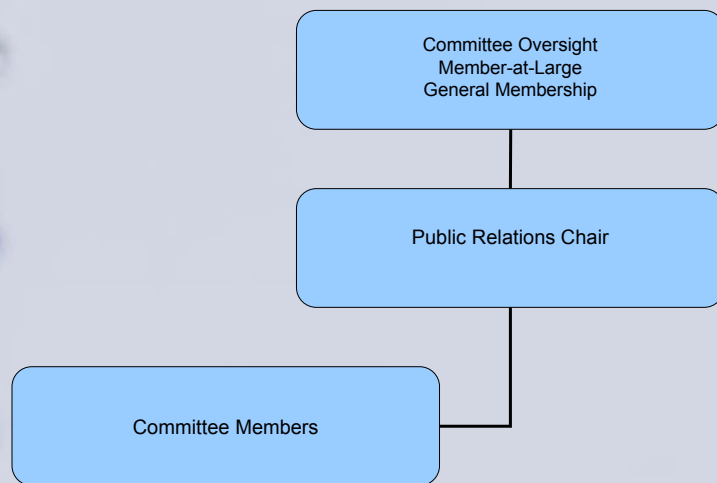
2007 - 2008



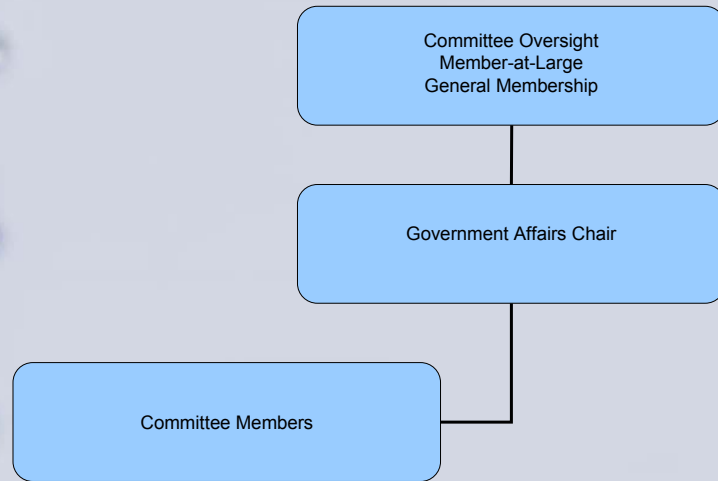
2007 - 2008



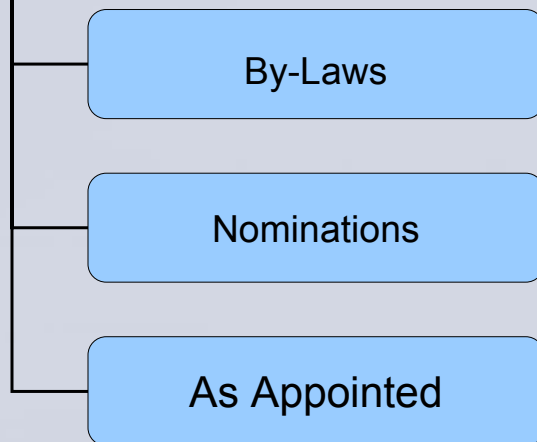
2005 - 2006

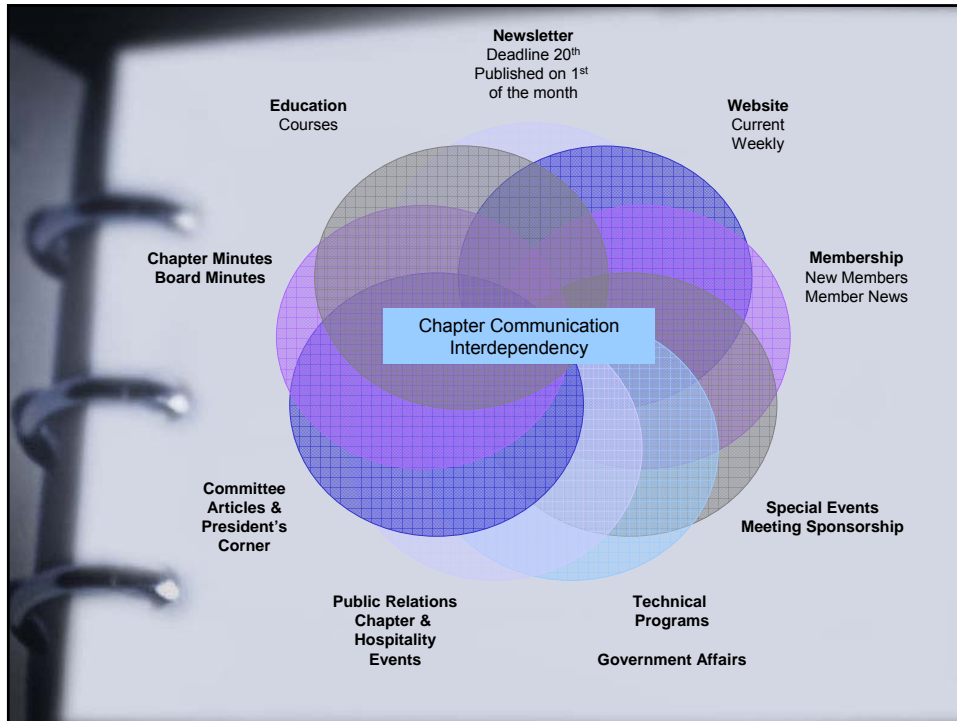


2005 - 2006



Ad Hoc Committees





Executive Board Responsibility

Role Model ASSE Professional Code of Conduct

- Executive Board responsibility to
 - √ Investigate member complaint
 - √ Methodology to avoid Conflict of Interest
 - √ Define parameters of actions and Resolution of matter

ASSE Code of Professional Conduct

Membership in the American Society of Safety Engineers evokes a duty to serve and protect people, property and the environment. This duty is to be exercised with integrity, honor and dignity. Members are accountable for following the Code of Professional Conduct.

Fundamental Principles

Protect people, property and the environment through the application of state-of-the-art knowledge.
Serve the public, employees, employers, clients and the Society with fidelity, honesty and impartiality.
Achieve and maintain competency in the practice of the profession.
Avoid conflicts of interest and compromise of professional conduct.
Maintain confidentiality of privileged information.

Fundamental Canons

In the fulfillment of my duties as a safety professional and as a member of the Society, I shall:

Inform the public, employers, employees, clients and appropriate authorities when professional judgment indicates that there is an unacceptable level of risk.
Improve knowledge and skills through training, education and networking.
Perform professional services only in the area of competence.
Issue public statements in a truthful manner, and only within the parameters of authority granted.
Serve as an agent and trustee, avoiding any appearance of conflict of interest.
Assure equal opportunity to all.

Approved by House of Delegates June 9, 2002

Parameters of Action

- Complaint raised to Board
- Board hears & acknowledges complaint upon receipt – no delay in Board response
- President may appoint special committee for further investigation
- Executive Board will determine outcome according to established By-Laws
- President notifies involved of outcome in writing in timely manner
- President is liaison with National ASSE should complaint exceed Chapter authority

Parameters of Action

- President may utilize all manner of communication tools to facilitate resolution
 - Electronic
 - Special Board Meeting
 - Telephonic

Administrative Guidelines

- Review

Administrative Guidelines

Conducting Chapter Business

The Executive Board, comprised of the elected Officers and Members-at-Large, and the immediate three past Presidents, is empowered by the membership and the By-Laws to raise and disburse Chapter funds. Each elected Officer has a vote and a fiduciary responsibility in this regard.

Our Chapter has included all Committee Chairs as an important part of the Leadership Team and the decision-making process for the greater good of the Chapter. Committee Chairs do not have a vote; however, they have great responsibility in providing the elected officers with input from their Committee and from the general membership.

Conducting Chapter Business

- Professional Liability: Elected Officers are covered under ASSE National's umbrella policy.
- ASSE is a not-for-profit Trade Organization
- Contractual Obligations and Financial Responsibility:
 - Approved by the Executive Board
 - **May Not** be delegated to a Committee Chair
 - Contracts are signed by President **and** depending on the dollar amount of encumbrance, the Regional Vice President.

Administrative Guidelines

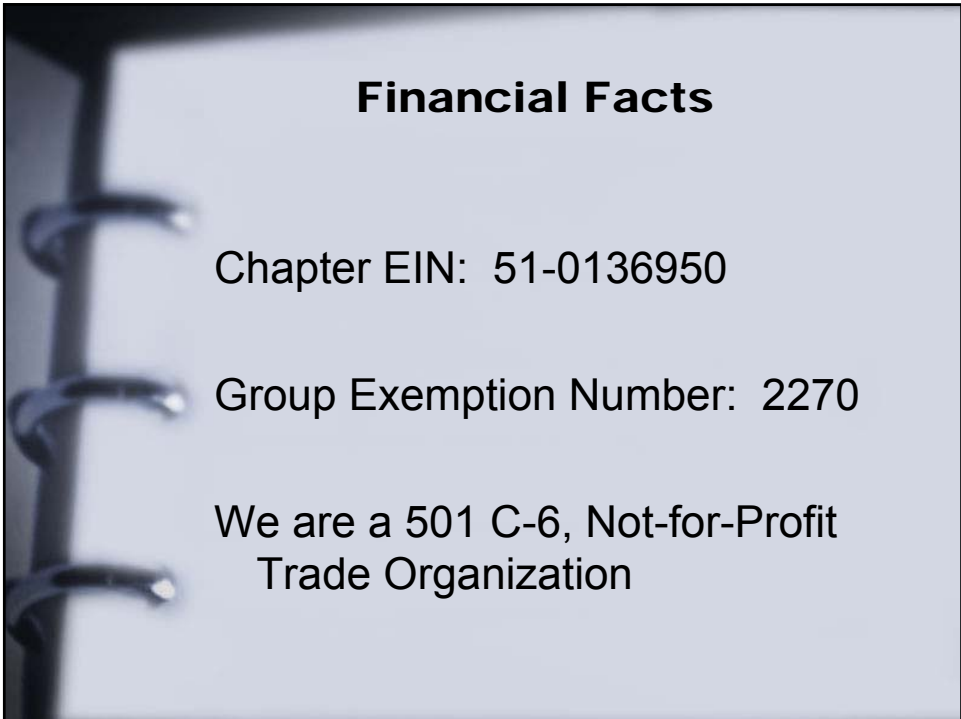
- **Conducting Chapter Business**
 - **Board Meeting without Quorum**
 - As authorized by the Executive Board 2004-2005, the President may call for motions, seconds, and Board vote electronically.
 - Outcomes will be copied and presented to the Chapter Secretary for incorporation into the Executive Board minutes

Ad Hoc Committees By-Laws Nominations

- Review By-Laws Annually for
 - Changes to meet Membership needs
 - Conducts direct mail balloting to membership
 - Conducts tally and publication of balloting
 - Submits by-law changes to President for RVP Signature
 - Create and manage budget
- Nominations of Officer Candidates
 - Procedures outlined in By-Laws
 - Conducts direct mail balloting to membership
 - Conducts tally and publication of balloting
 - Create and manage budget

A photograph of a spiral-bound notebook with a light blue cover. The spiral binding is on the left side. The text "Budget Preparation" is centered on the cover.

Budget Preparation

A photograph of a spiral-bound notebook with a light blue cover. The spiral binding is on the left side. The text "Financial Facts" is centered at the top of the cover.

Financial Facts

Chapter EIN: 51-0136950

Group Exemption Number: 2270

We are a 501 C-6, Not-for-Profit
Trade Organization

Chapter Budget Year

- Differs from National (fiscal year ends 3/31/2008)
- Chapter year is 7/01 – 6/30
- Need to be clear on Income and Expense projections for planning
- Chart of Accounts will be assigned to each budget and will be managed as part of the Budget Process

Funding Sources

- Historically the Chapter has produced the majority of income from providing seminars.
- Chapter's major expenses are associated with costs to provide seminars.
- Meeting Sponsorship as a new revenue source 2004-05
- Golf Tournament as a new revenue source 2005-06
- Must develop additional sources of revenue to maintain financial viability

2007 - 2008 Revenue Sources

- Membership Dues
 - \$15 per member need to present vote to increase to membership; no increase in 17 years
- Education Events
- Meeting Sponsorship
- Golf Tournament
- Meeting Raffles
- Website Advertising
- ?

Treasurer Report

Current Data Available from Treasurer

	<u>Cash</u>
Checking:	\$
Savings:	\$
	\$
	<u>Other Assets</u>

Property list available

Accounting Method

- Cash Basis
- Chart Of Accounts
- Income Statement
- Balance Sheet
- Physical Assets

Income Accounts

- 600 Dues
- 610 Meeting Fees
- 620 Advertising/Meeting Sponsorship
- 630 Conf/Seminar Registration
- 640 Special Project
- 650 Interest
- 660 Miscellaneous Receipts

Expense Accounts

800	Meeting – Lunch/Dinner
801	Meeting – Speaker Gifts
802	Meeting – Other
810	Conf/Seminar – Meals
811	Conf/Seminar – Speaker Expenses
812	Conf/Seminar – Books & Materials
813	Conf/Seminar – Other
820	Newsletter – Printing
821	Newsletter - Postage & Mailing
822	Newsletter - Other
823	Webpage Activity
830	Travel – Officers
831	Travel - Other
840	Publicity
850	Special Project
860	Administrative
870	Scholarship
880	Miscellaneous

Chart of Accounts

- Track \$ by Revenue source
 - General Operating Fund or Committee Event
- Track \$ by Expense source
 - General Operating Fund or Committee Event

Budget Process

- Board Member assigned to oversight of a Committee
- Board Member supports Committee Chair in creating budget for Board Approval
- Executive Board approves Budget for Chapter Year
- Committee Chair authorized to commit funds as approved

Procedure

- Chart of Accounts established by Treasurer
- Committee determines programs, events and creates revenue/expense projections
- Budget requests completed by _____.
- Submits to Board for approval, final created in Excel for distribution
- Approved budget managed by Committee Chair with Board Member Oversight

Physical Assets

- List maintained by Treasurer/Asset Management
- Care & Custody
 - Safety Books/Library @ SCATS
 - ANZI Standards @ LVVWD
 - AV at LVVWD
- Need to formalize procedure for use and return

Library Content

- **Southern Nevada ASSE Chapter**
- **Reference Books**
- The following is a list of books provided to or purchased by the Southern Nevada ASSE Chapter for their members. The books currently reside at the SCATS office:
 - Safety Consultation and Training Section
 - 1301 N. Green Valley Parkway Suite 200
 - Henderson, Nevada 89074
- Members of the Southern Nevada ASSE Chapter may borrow the books by contacting Mary Jo Brown at 486-9143.
- .
- **Book Title & Author**
- Basic Safety Administration: A Handbook for the New Safety Officer
Fred Fanning, CSP
- Better Business Writing
Susan L. Brock
- Effective Presentation Skills: A Practical Guide for Better Speaking
Steve Mandel
- Fundamentals of Industrial Hygiene Fourth Edition
NSC
- Industrial Ventilation: A Manual of Recommended Practice 20th Edition
ACGIH
- Occupational Health Safety Technologist: Home Study Workbooks Volume I (2)
SRS Safety Workshops
- Occupational Health Safety Technologist: Home Study Workbooks Volume II (2)
SRS Safety Workshops
- The Business of Listening: A Practical Guide to Effective Listening (2)
Diane Bone
- Writing Fitness: Practical Exercises for Better Business Writing
Jack Swenson

ANZI Standards

Stored at LVVWD and available for review or check-out by appointment.

Contact: Brian Gourdie, Mary MacDonald, Steve Ross, Sharon Pinkerton or

258-3244

Budget Example

Education Committee

OSHA 501 Course

Gross Income Projection 35 @ \$695 \$24,325

Revenue Source: Event Proceeds

Expenses:

Meeting Room	4 days @ \$200	800
Instructor Fees	4 days @ \$1200	4,800
AV Supplies	LCD @ \$60/Day	240
UCSD Fees		<u>12,000</u>
		\$17,840

Net Income Projection \$ 6,485

Example

President's Budget

Revenue Source: General Fund

Expenses:

Travel	\$ 400
Entertainment/Meetings	\$ 200
Chapter Partners Members	\$ 75
Office Expense	\$ 100
Other	<u>\$ 225</u>

Budget Request \$ 1000

Example

Secretary's Budget

Revenue Source: General Fund

Expenses:

Office Expense	\$200
Entertainment/Meetings	\$100
Other	<u>\$200</u>

Budget Request \$ 500

Example Special Events

Risk Watch, Child Safety Program. Partnered with Southern Nevada Fire Protection Association.

Revenue Generation: None
Chapter Goal: Safety Education/Community Service

Company Appreciation Project. Recognition of Member Support

Revenue Generation: None
Chapter Goal: Membership Retention
Expense:
Certificates \$100

Example

Annual Appreciation Banquet
Revenue Source: General Fund

Expenses:

Venue	\$ 500
Invitations/Mailing	\$ 300
Entertainment	\$ 300
Food	\$2500
Recognition Awards	\$ 500
Door Prizes	<u>\$ 500</u>

Budget Request \$4600

Example

Membership

Membership Directory

Income Projection: None

Revenue Source: General Fund

Expense

Supplies	\$
Print Cost	\$
Distribution	
<u>Web</u>	<u>\$</u>
	\$

Example

Technical Programs

Certificates of Appreciation

Income Projection: None

Revenue Source: General Fund

Expense:

Certificates	\$50.00
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Newsletter

Income Projection: None
Revenue Source: General Fund
Expense:

Website

Income Projection: \$ 1500.00
Revenue Source: Advertising Sales
Expense:

Web Host Fees	\$19.95/mo	\$ 239.40
Consult Fees	12 hours/\$75	\$ 900.00
Software		\$ <u>300.00</u>
		\$1439.40

Strategic Plan Development

- Three Year (on website, Chapter Directory)
- Chapter Stars Recognition Program (on ASSE website)
- Stars Checklist, Timelines
- Review Three Year Plan annually
- Submit final to Regional VP and Area Director for approval

STARS

Critical Dates

- **March 1** Chapter Dues Report to ASSE National
- **May 31** Chapter submits year-end financial report to ASSE National
- **May 31** Chapter submits New Officer & Delegate Report to ASSE National
- **June (day varies)** Chapter sends appropriate delegate representation at the House of Delegates meeting. Information must be at ASSE 3 days prior to the meeting.
- **August 15** Chapter submits 3-year Long Range Plan to Regional VP or Area Director
- **August 15** Chapter submits CSRA petition **OR** Chapter Annual Report to RVP or AD.

ASSE Chapter of the Year Information

The ASSE Chapter of the Year competition honors the highest performing Chapters within a designated Chapter year in three categories (small, medium and large)

Small: Chapters with less than 200 members

Medium: Chapters with between 201 and 450 members

Large: Chapters with more than 451 members

Eligibility: All Chapters recognized as a CSRA recipient as detailed on pages 3-7 of this document

Entry submitted by RVP

3 Chapters per region (1 in each category as stated above)

Maximum of 24 submissions in competition

Advantages: In addition to CSRA recognition benefits, the Chapter receives:

A \$1,000 award

A \$500 stipend to send a Chapter representative to the PDC to receive the award
Recognition on a plaque in perpetuity at ASSE HQ which includes the name of the Chapter, the President's name, and the year.

A duplicate plaque for the Chapter President of the award-winning year.

CSRA Petition Requirements

Chapters wishing to be considered for the Chapter Stars Recognition Award (CSRA) must apply to the RVP or AD (if applicable) by submitting a petition including supporting documents for all categories. All petitions must be received by the RVP or AD by no later than August 15th.

The President in office during the Chapter year being considered is responsible for the preparation of the CSRA petition. Presidents are encouraged to collect supporting data and materials throughout their term of office.

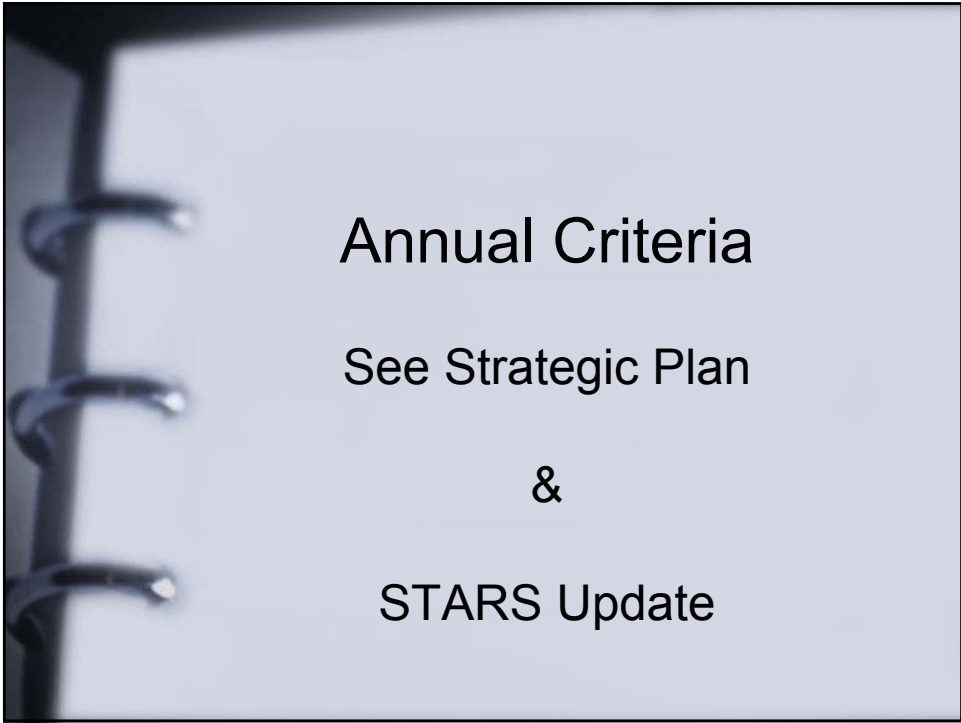
Chapters must meet all listed critical deadlines and annual minimum criteria in order to submit a petition.

Advantages: Chapters selected for a CSRA will receive the following:

A letter of recognition from the Society President

A mounted certificate

Publication of the Chapter's accomplishment in Society Update and ASSE Up Front
Recognition at the annual ASSE Professional Development Conference (PDC)



Work Sessions

1. Print media and advertising
2. Leadership
3. Board Member oversight and Committee Chair
4. Leadership Team Brainstorm
5. Team Synergy Exercise

Discussion & Decisions

- Chapter Stationary
- Chapter Name Badges
- Chapter Brochure
- Chapter Business Cards
- Print Advertising

Develop Leadership

- ✓ Maintain minimum of 3 Committee members
- ✓ Mentor each member and acknowledge contribution
- ✓ Be consistent with communication
- ✓ Follow-up and follow through
- ✓ Keep promises
- ✓ Ask for input and ideas, express need and importance of involvement
- ✓ Expect the best – Together, all things are possible!

Leadership Conference

Annual, held at ASSE
National

Our Chapter has sent two members for the past two years' Conference. Chapter budget for travel expense.

Discussion & Decisions

Board Member Oversight and Committee Chair Action Plan Assignments

Write it Down!

1. Determine method of communication and frequency of meetings
2. Identify and select Committee members and present to EBoard at 8/22/07 meeting
3. Identify preliminary goals/objectives and budget parameters and have finalized by 8/22/07 for presentation to EBoard

Work Session

Outline for State of the Chapter Presentation
August 8, 2007

“Here’s where we are and where we’re going
this Chapter Year”

Time Limit 5 minutes

- ✓ Officers Presentation
- ✓ Committee Chairs Presentation

