

Arizona Chapter Long Range Plan 2008-2011

Mission Statement

As Approved by the Executive Board on March 2, 2007: The Mission of the Arizona Chapter of the American Society of Safety Engineers is to enhance the status and promote the advancement of the safety profession, to support our members, and to serve our community. We will foster the ethical, technical, scientific, and managerial knowledge, skills and competencies of safety, health, and environmental professionals in our community so that they may better protect people, property and the environment. Our Mission will be accomplished by setting our goals, establishing our objectives and achieving our strategies.

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I. Professional Development

A. GOAL: To provide professional development opportunities for Chapter members, associate members, and others in the safety profession within and outside the Arizona Chapter area.

B. OBJECTIVE: Provide forums for exchange of information, maintenance of professional certifications, and opportunities to acquire knowledge of current safety and health practices, regulatory trends, and professional growth.

C. STRATEGIES:

1. The role of the president will be to:

a. Ensure that ASSE Leadership Conferences will be attended by at least one person and one or more Chapter officers will be selected as presenters at the ASSE Leadership Conference of Regional Student Leaders Conference.

b. Develop an annual new officer workshop as well as supplying a duty checklist of all incoming officers that is reviewed and updated annually.

c. Conduct an annual new officer workshop or send officers to a Regional Program

d. Provide assistance to a National, Regional or Area activity and provide supplies or sponsors or host activities for a ROC meeting.

Responsible: President

2. The Vice-President will:

a. Coordinate at least two annual safety seminars for Chapter members, associate members, the Student Section and others in the safety profession. These seminars shall be:

1. A 1/2 day seminar, conference or workshop

2. A full day professional development activity

3. A multi-day professional development activity b. Ensure that CEUs are offered for any of the above mentioned seminars to provide members with the opportunity to maintain their professional certifications.

c. Invite vendors to display/exhibit at a PDC (This will afford the Members with the opportunity to maintain their professional certifications.)

d. The Chapter develops and provides career enhancements by:

1. Chapter develops a certification, preparatory or review class

2. Attendance at career enhancement classes is 1% of total membership or 5 members, whichever is lower.

Responsible: Vice-President

3. The Foundation Committee and Executive Board will:

a. Promote safety curricula in educational institutions within the Chapter area and encourage participation of members as faculty, advisors and students.

b. The Chapter Scholarship program will:

1. Provide a written Scholarship program with specific guidelines

2. Select a Scholarship recipient(s) within the Chapter year

3. Administer our Scholarship program through the ASSE Foundation to ensure proper distribution of the funds and to promote the Foundation.

c. The Chapter ASSE Foundation Committee will:

1. Schedule at least one specific event or activity to benefit the ASSE Foundation

2. The Chapter will promote the ASSE foundation through other various methods of advertising.

Responsible: Foundation Committee and Executive Board

II. Membership

A. GOAL: Enhance retention and promote growth of our membership.

B. OBJECTIVE: To increase overall membership while sustaining the current membership in the Chapter

C. STRATEGIES:

1. The Chapter will maintain a video, print or multimedia resource library For member use.

Responsible: President

2. The Chapter will:

a. Hold a minimum of 10 technical programs each year, where the topics are relevant and timely with attendance be taken at each meeting.

b. Develop action plans to ensure that the average monthly attendance is at least 15% of the total membership or at least 40 members, whichever is smaller, over a one year period.

c. Conduct a pre-planning meeting before the first meeting of the Chapter year.

d. Ensure at least one Chapter program is sponsored by a Practice Specialty.

e. Conduct a joint meeting with another ASSE Chapter, Section or Student Section.

f. Conduct a joint meeting with another safety, health or environmental organization.

g. Conduct at least one joint meeting with the Student Section.

h. Conduct a joint professional development event with the Student Section.

Responsible: President Elect

3. The Membership Committee will:

- a. Develop or use current strategic plan for recruiting new members with a minimum of a 1% and up to a 15% increase in membership as a result of ASSE national membership campaign or local Chapter campaign.
- b. Develop and conduct a new membership program annually
- c. Utilize surveys or some other means to determine member expectations
- d. Devote a section of their Strategic Plan to membership retention
- e. Assign a Greeter to welcome attendees at all Chapter's regular monthly meetings.

Responsible: Membership Committee

4 . Distribute membership applications and brochures at meetings, professional development conferences, training, and at trade shows.

Responsible: Executive Board

5. The Newsletter Chairperson is responsible for the following:

a. Publish and distribute a useful and informative newsletter which includes:

- 1. Meeting announcements
- 2. Published at least 7 calendar days before a meeting
- 3. Contains accurate spelling, punctuation and grammar, and a realistic lack of typographical errors.
- 4. Attractively printed or produced electronically or online

b. Additional activities included in the newsletter will be:

- 1. List of all Chapter activities
- 2. List of membership campaigns, awards and honors, long range plans, government affairs activities, external affairs and bylaws.
- 3. Graphics and pictures
- 4. Society news such as Society awards and honors, PDC, educational seminars, etc.
- 5. Member profiles
- 6. Results of membership surveys

Responsible: Newsletter Chairperson

6. Provide up-to-date employment opportunities at Chapter meetings and keep the Job Bank web site current.

Responsible: Job Bank Coordinator

III. Image Enhancement

A. GOAL: To communicate the philosophies, goals and actions of the Society to members, employers, government agencies and the public.

B. OBJECTIVE: To establish and enhance ASSE's image among its members, government, business community, and the public.

C. STRATEGIES:

1. The Chapter President shall be responsible for the following:

- a. Meet all the requirements and deadlines necessary to achieve the Chapter Star Award. This entails an Officer report and Financial report submitted by due date, Leadership Conference Representation and House of Delegates Representation.
- b. Establish one or more unique and innovative programs, activities or services to enhance member service.
- c. Establish one or more common interest groups and have groups meet on a routine basis and provide the Chapter Executive Committee with at least a quarterly report.

Responsible: President

2. Promote cooperative participation with other safety related organizations.

Responsible: Executive Board

3. Create a Chapter website which includes the following

- a. Information on Chapter meetings, Society information and Chapter officers' information, including e-mail addresses.
- b. Maintain website on a regular basis so that material on the site is never outdated.
- c. Include an electronic version of the Chapter newsletters.
- d. Ensure that the website is hyperlinked to the Society web site and ASSE's "Members Only" area and to at least 10 other safety, health or environmental sites.
- e. Interactive presentations for member use and orientation.
- f. Chapter Long Range Strategic Plan.

Responsible: Web Master

4. Develop a Long Range Strategic Plan that:

- a. Ensures that long range strategic plan is updated annually.
- b. Chapter meets current year's goals in their strategic plan
- c. Chapter exceeds current year's listed goals

Responsible: Long Range Plan

5. The Arizona Chapter will:

- a. Schedule at least 1 meeting with another safety, health or environmental organization
- b. The Chapter Executive Committee will distribute regular reports on inter-society affairs within the Chapter area to membership.
- c. The Chapter works with another safety, health or environmental organization on legislation.
- d. Will announce when mutual work on legislation becomes law.
- e. Ensure that member attendance at combined meeting(s) is equal to or greater than the monthly average of regular Chapter meetings.

Responsible: Associate Interface

6. The Chapter Governmental Affairs Committee shall:

- a. Meet on a regular basis during the Chapter year and provide at least quarterly reports to the Chapter Executive Committee
- b. Support a Chapter member belonging to a National/State legislative affairs committee related to safety, health and environment and attend at least 3 meetings.
- c. Host State or National legislative leaders.
- d. Develop and distribute promotional materials to all members to increase their participation in legislative affairs.
- e. Assist the Chapter, by itself or with another Society unit, to sponsor a local or state legislation. Legislation must be co-sponsored by a current legislator.
- f. Assist in the process that Chapter legislation becomes law.
- g. Develop a Chapter position paper on local/state affairs as well as developing a program to introduce/promote the Chapter/Society to legislators.

Responsible: Government Affairs

7. Develop and maintain the following for the Public Relations Committee:

- a. Meet on at least a quarterly basis.
- b. Submit Chapter events to local media
- c. Conduct a Public Relations campaign
- d. Have members speak on behalf of the Chapter to local media outlets at least twice a year.
- e. Publicize its name and/or services on promotional literature
- f. Ensure Chapter is recognized by a National organization for service to the public.
- g. Ensure Chapter sponsors a career day for local schools

Responsible: Public Relations

8. Aggressively seek to expand the existing Foundation Scholarship from a \$1000 scholarship in 2005 to a \$5000 scholarship in 2012. Specifically, in the 2006-2007 year:

- a. Establish a Foundation Golf Tournament
- b. Solicit raffle prizes
- c. Conduct 9 raffles per year
- d. Conduct 1 raffle for the Student Section
- e. Provide Chapter members with Foundation communications

Responsible: Foundation Committee and Executive Board

IV. Professional Recognition

A. GOAL: To recognize members for outstanding and long term contributions to Safety Profession Associations, and the ASSE both at the Chapter and National levels.

B. OBJECTIVE: To enhance the value of membership in ASSE.

C. STRATEGIES

- 1. Highlight member achievements (all honors, professional certifications, etc.) in the Chapter newsletter and Webpage.

Responsible: Newsletter Chairperson and Webmaster

2. The Chapter will:

- a. Participate in the various individual awards programs that recognize members for their outstanding service to the Society and also nominate and select a Chapter Safety Professional of the Year (SPY) award to a Chapter member.
- b. Forward at least one SPY candidate to the National level and one SPY candidate for consideration at the regional level.
- c. Honor non-Society members for their service to the Chapter/Region /Society (Executive of the Year Award).
- d. Will submit both a Fellow petition and a Chapter Stars Recognition Award petition.
- e. Submit information on recognized members to the Society for publication in Society publications and to local/regional media sources.
- f. Promote recognition to honor Fellows, SPYs, service awards and long term ASSE members and other members during monthly meetings.
- g. Recognize any professional paper or article submitted or published in non-Society safety, health or environmental publications.
- h. Invite members' supervisory team to recognize member achievements
- i. One or more technical articles from Chapter members will be submitted or published in Professional Safety.
- j. One or more technical articles for Chapter members will be submitted or published in non-Society safety, health or environmental publications.
- k. Recognize members in the newsletter or on the website, who serve on committees, receive promotions or promote safety through the media.

Responsible: Awards and Honors Chairperson

3. Track members or designated alternates serving on:

- a. A Chapter Committee who attends at least 66% of all required meetings
- b. A Regional or Area Operating Committee, other than the Chapter President
- c. A National Society Committee, other than the Chapter President
- d. A non-Society National Committee

Responsible: Volunteer Coordinator

V. Financial Affairs

A. GOAL: To establish, approve, implement and balance a realistic Chapter budget to enhance the achievement of the Chapter's designated goals and objectives.

B. OBJECTIVE: To enhance the value of membership in ASSE.

C. STRATEGIES

- 1. Develop and implement one or more revenue generating programs.
- 2. Ensure that at least 50% of the net proceeds from revenue-generating programs are returned to the Chapter membership in the form of member services.

Responsible: Vice-President

