



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Program Chair

Purpose: The chapter program chair works with the chapter's Executive Committee to ensure that chapter programming meets the needs of the chapter's membership. This includes ensuring that the chapter fulfills its charter requirements of hosting four technical meetings annually and may include coordinating additional programming offered by the chapter.

Key Responsibilities:

- Coordinate logistics for chapter meetings and events, including arranging a time/date/location for each event and on-site event set-up
- Oversee event registration and coordinate on-site registration materials
- Make all necessary arrangements for guest speakers, including securing speakers, preparing speaker bios for promotion, and welcoming and introducing speakers at meetings
- Work closely with chapter communications chair to ensure robust promotion of chapter meetings and events
- Attend chapter general membership and Executive Committee meetings as needed/requested

Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter program chair
- Additional support available from chapter president and [ASSP Chapter Services](#)

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: 7 hours

Qualifications:

- Must be an ASSP member in good standing
- Have or be willing to develop working knowledge of chapter members' needs and interests
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

Specific Duties:

- Complete three modules of officer training in TBD:
 1. Basic training: Chapter operations
 2. Basic training: ASSP overview
 3. Leadership training: Program chair
- Recommend completion of two additional officer training modules:
 1. Membership training: Recruitment
 2. Membership training: Retention
- Provide event information (time, date, location, speaker, topic) to chapter communications chair at least 6 weeks in advance of meeting or event
- Prepare name badges for on-site registration table
- Remind members to update records in online account with ASSP
- Secure and set-up audio-visual equipment on-site as needed
- [additional chapter-specific duties]