



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Awards & Honors Chair

**Purpose:** The chapter awards and honors chair supports member engagement by ensuring that chapter members are recognized for their contributions to the chapter, ASSP and the safety profession.

### Key Responsibilities:

- Develop and oversee chapter awards and honors program, including designation of awards and recognition, all relevant application and selection processes, and ensure presentation of awards to honorees
- Coordinate chapter safety professional of the year (SPY) recognition program, ensuring that the chapter considers at least one chapter SPY nomination annually, and assist with the chapter's nominations for region and/or ASSP SPY awards
- Works with program chair to coordinate recognition of members at meetings and events
- Work with chapter communications chair to coordinate the recognition of members through chapter communications (e.g., newsletter, website, social media) and local media
- Act as chapter liaison to members receiving awards and recognition
- Act as liaison to ASSP on long-service recognition and to promote other chapter recognition and awards as appropriate
- Attend chapter general membership and executive committee meetings as needed/requested

### Support:

- Online resources from ASSP
- Transition meeting with outgoing chapter awards and honors chair
- Additional support available from chapter president and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop leadership and human resource management skills
- Earn certification maintenance points



**Time Commitment:**

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

**Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop understanding of chapter members' work and accomplishments
- Have or be willing to develop working knowledge of chapter and ASSP awards and honors programs
- Helpful to 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 two modules of officer training in [TBD]:
  1. Basic training: ASSP overview;
  2. Membership training: Retention
- Recommend completion of one additional officer training module:
  1. Membership training: Recruitment
- Suggest additional regular or ad hoc chapter awards to executive committee as appropriate
- May work with chapter professional development conference chair to coordinate conference awards and recognition as applicable
- Work with chapter membership chair to coordinate the distribution of long-service recognition on significant anniversary dates
- [additional chapter-specific duties]

**Sample awards to consider and build on**

- Safety Professional of the Year (chapter and promotion to region)
- Speaker of the Year
- Volunteer of the Year
- Officer (elected and appointed) awards and recognition
- Long-service recognition (coordinated with Society)
- Student-section-related awards (e.g., papers, presentations, projects)
- President's Award
- PDC awards/speaker recognition

**Other ad hoc awards and recognition**