



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Star Valley Chapter

Newsletter

February 2021

FEBRUARY IS AMERICAN HEART DISEASE AWARENESS MONTH! SEE PAGE 6 FOR DETAILS.

Chapter Officers

President:	Carlton Davis, MSOS, CSP cdavistmg@gmail.com
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Secretary:	Bob Calhoun CSP, CPEA rpcalhoun@bwxt.com
Treasurer:	Brandon S. Webb bwebb@favors.com
Delegate:	Carlton Davis, MSOS, CSP cdavis@transmontaigne.com

Committee Chairs & Contributors

Audit	Daniel Ashworth PhD, CSP, CFEI, CFPS dlashworth@bwxt.com
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Membership	Glenn Hargrove, CIH, CSP, PG, CHMM; GHargrove@FandR.com
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Newsletter	Bob Calhoun CSP

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The Chapter needs your assistance!

Identify topics for virtual presentation!

See page 2 for a general list.

STAR VALLEY CHAPTER FEBRUARY VIRTUAL MEETING 6:00 pm February 22, 2021

Topic: Creating Successful Virtual Engagement Using the Equation: (Purpose X Platform X Setup) + (Content X Engagement).

This presentation will demonstrate how to generate successful virtual programs. There will be ample opportunity to answer questions and discuss how to tailor these virtual engagement opportunities to our needs as a chapter and member's organizations.

Presenter: Wyatt Bradbury MEng, SCP, CHST, CIT. See page 2 for Wyatt's bio.

Login protocols will be identified on an email as soon the details are identified.

Newsletter Contribution Contest

*The Chapter newsletter contest is still in progress. Don't miss the opportunity to win an original abstract painting created by our own **Glenn Hargrove***



Hats off to Glenn for providing the awesome painting and best of luck to all contest participants!



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About our Presenter Wyatt Bradbury

Wyatt Bradbury serves as a HSE Advisor for Hitachi Rail and is part of the Department of Engineering Faculty and the University of Alabama Birmingham teaching Professional Ethics and Introduction to System Safety for the Advanced Safety Engineering and Management Program. He has experience in aquatic and recreation risk management, electrical construction, power line safety, rail safety, and safety consulting. Mr. Bradbury holds CSP, CHST, and CIT certifications from the BCSP and a Master of Engineering in Advanced Safety Engineering and Management from the University of Alabama Birmingham.

Wyatt is a Past-President of the National Capital Chapter, on the Chapter Leader Training Committee under the Council on Regional Affairs, on the planning committee of the Mid-Atlantic Construction Safety Conference, and is a member of the Emerging Professionals Common Interest Group. Bradbury currently serves as the National Capital Chapter Delegate and as the Assistant Regional Vice President of Communication for Region VI. He regularly travels the country speaking at local and regional professional development conferences and is a frequent contributor to Professional Safety Journal.

Welcome New Member Dr. Diana Schwerha PhD

Dr. Diana J. Schwerha comes to us from Ohio via Liberty University where she currently serves as a Professor in the Department of Industrial and Systems Engineering in the Liberty University School of Engineering. Previously, she served as a tenured professor at Ohio University in the Industrial and Systems Engineering Dept. She has worked 20 years in the field of aging and ergonomics. Dr. Schwerha's research interests focus on the safety and health of older workers, integrating safety with process improvement, occupational exoskeletons, leadership and engineering education. Dr. Schwerha directed the Ohio University NIOSH TPG in Occupational Safety. At Ohio University, she ran multiple national and state-funded research projects on topics related to ergonomics/safety, integrating safety with process improvement, occupational exoskeletons, re-shoring the polymer industry, and engineering education. She has served as key personnel on an NSF grant on STEM education and is serving or has served on national and state committees in Ohio (Human Factors and Ergonomics Society, Bureau of Workers Compensation, Ohio Senior Civic Engagement Council). She teaches courses in ergonomics, statistics, six-sigma, and leadership, and she is a trained Six Sigma Black Belt. During her tenure at Ohio University, Dr. Schwerha led a successful ABET accreditation process, was one of the first professors to teach in the Master in Engineering Management Online program (EMGT), has directed the EMGT program, served as the PI on multiple national, state and locally funded research projects, and has advised many graduate students. She has served as the faculty advisor for the IIE, SWE and ASSP student chapters and has served as the co-op coordinator and recruiting coordinator for the department. Before coming to Ohio University, Dr. Schwerha served as an Associate Service Fellow for the National Institute for Occupational Safety and Health (NIOSH) in Pittsburgh, PA and also worked at NIOSH divisions in Morgantown, WV (DRDS and HELD).

Welcome Dr. Schwerha! We look forward to officially meeting and working with you.



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Chapter Executive Committee Notes

A telephonic conference was conducted on 2/5/21 with the Executive Committee of the ASSP Star Valley Chapter. Meeting attendees included:

- President and Delegate Carlton Davis
- Vice President Stuart Bowman
- Secretary Bob Calhoun
- Treasurer Brandon Webb
- Past President Daniel Ashworth

Virtual Chapter Meetings

Conduct of virtual Chapter meetings was discussed. The Chapter is to take advantage of ASSP Region 6 programs of various prepared topics for virtual presentation. These topics will be reviewed to determine availability and offered to membership to choose those of interest. The contact is Wyatt Bradbury, Region 6 Communication chair. Discussion details included:

- Virtual meetings are presented in WebEx format.
- It was noted that when scheduling virtual meetings, 30 minutes must be allotted before and after the presentation to prevent overlap of other chapters using the system.
- A suggested first meeting is a virtual meeting etiquette presentation from a member of a Region 6. Several presentations on this topic were conducted around the region. Bob Calhoun accepted an action item to contact Wyatt Bradbury, Assistant Regional Vice President – Communications, to obtain contact information.
- A suggestion was made to contact Bob Drane to determine his interest in presenting a electrical safety virtual meeting. Bob Calhoun contacted Bob and Mr. Drane graciously offered to conduct an electrical safety meeting in March or April.
- The recommended date to kick off virtual meetings is Monday February 22nd.
- It was recommended that the Chapter select virtual meeting presentations and schedule them through our last meeting in June

New Student Section

Daniel Ashworth and Bob Calhoun were contacted by Liberty University professor, Diana J. Schwerha, PhD. Diana is a new professor in the Department of Industrial and Systems Engineering in the School of Engineering. Diana, an ergonomist by trade, will be transferring into our Chapter. She also has plans to facilitate a Student Section within our Chapter. In the past, Diana was the faculty advisor and formed an ASSP student section when she was affiliated with Ohio University. Her bio and will be published in the February newsletter. Daniel provided Diana with information regarding soliciting the Chapter and actions needed to start a student section.

Details to establish a Student Section include, but are not limited to:

- Changing the Chapter bylaws to add student section requirements and details
- Dr. Schwerha and perspective student members (at least 10) will have to complete and submit some paper work.
- Writing bylaws
- Electing officers
- Conducting meetings, etc.



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Chapter Officer Elections

Officer descriptions, key responsibilities, specific duties, position support, benefits of holding office, time commitments and qualifications will be published in the February newsletter. In accordance with our bylaws and in fulfillment of his past-president duties, Daniel and his Nominations and Elections Committee will be identifying perspective candidates and coordinating an election through ASSP Headquarters. Current committee members are expected to be Jeff Brafford and Bob Drane.

Financial Report

Treasurer Brandon Webb reported that the Chapter has \$10,400 in its coffers.

Newsletter

The February newsletter will be finalized and ready to be posted to the Star Valley ASSP website by February 15th. Emails will be distributed to the membership to report date the newsletter will be posted to the Star Valley Website, details regarding virtual meetings and other Chapter business as needed.

Bob Calhoun
Secretary, Star Valley Chapter
2/8/21

! Virtual Meeting Topics !

In the age virtual meetings, experts offer prepared meetings on a variety of topics in a virtual format. We as a chapter need to identify such speakers and topics. From the list below, please identify those topics you are interested in or recommend your own. ASSP Region 6 offers a method to distribute such information virtually.

Send your comments or discuss with Bob Calhoun at rpcalhoun@bwxt.com or 434-382-9212.

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|--|---|--|
| <ul style="list-style-type: none"> • Asbestos dangers • Back injury prevention • Behavior-based Safety • Being observant • Best practices • Bloodborne pathogens • Chromium hazards • Communication • Concrete hazards • Construction Safety • Covid-19 • Distracted driving • Drug abuse on the job • Ergonomics • Eye injury prevention • Financial planning | <ul style="list-style-type: none"> • Fire prevention • Food allergies • Forklift safety • Hand Safety • Hierarchy of Controls • Home safety • Industrial Ventilation • Insect safety • Ladder safety • Lead hazards • Lifting & rigging • Line of Fire Hazards • Machine Guarding • Manual Lifting • Motor vehicle safety • Nationally Recognized Test Labs | <ul style="list-style-type: none"> • Noise hazards and Nutrition • Office safety • OSHA Standards • OSHA Update • Personal Protective Equipment • Pressure safety • Proactive v. reactive • Professional Certifications • Silica Hazards • Slips trips and falls • Top OSHA Violations • Unsafe acts • Weather hazards • Zero injury workplaces • Your suggestion |
|--|---|--|

Position Opening: Safety Manager Eastern NC

A Fortune 500 Industry Leader is searching for a site Safety Manager. Ideal candidate will have a BS and a minimum 5+ years' experience. Strong preference for candidates who have experience leading programs and have managerial experience. The position will report to the Plant Manager and will sit on the site Leadership Team. This is a world class company with great pay and benefits. A generous relocation package is available for the successful candidate. Please forward an MS Word resume to Tom Harrell at tharrell@selectsearchllc.com



Marijuana-Current and Future Challenges for the Safety Professional by Glenn Hargrove

Our own Glenn Hargrove provides us with his take on Marijuana.

Our December 2020 Star Valley Chapter Newsletter opened the door for thought and discussion as concerns the ever changing landscape regarding marijuana laws in this country. As of the writing of this article, thirty-five states and the District of Columbia have some type of marijuana laws allowing the use of marijuana for medical and/or recreational purposes.



Recent developments bring this even closer to home for those of us in the Commonwealth of Virginia; the Governor announced on November 16, 2020 that he would introduce legislation that would legalize marijuana use in the Commonwealth. In an earlier move in this direction, in May of 2020 Governor Northam had signed House Bill 972 and Senate Bill 2 which decriminalized small amounts of marijuana. For the Safety Officer, our initial thoughts may be that the legalization of medicinal or recreational use of marijuana increases the likelihood that marijuana use at work will increase. Of tantamount importance to the Safety Officer is our input and often involvement with establishing and overseeing company policies, and especially those that involve drug testing and employee rights. Is it ethical, or even legal, to terminate or discipline an employee that tests positive for marijuana use in a state where the right to do so, be it medical or recreational, has been established by law?

For legal issues such as these, it is best to consult legal precedent. And the issue becomes somewhat convoluted as one must consider two separate aspects of legal marijuana use-medical and recreational. Early cases primarily involved the use of medical marijuana and early on the courts sided with employers. Cases in California and Colorado ruled in favor of "zero tolerance" policies for drugs, including marijuana. However, judges for recent cases involving medical marijuana use by employees terminated based on the detection of the drug have been overthrown. Following are some legal cases that allow one to see how the train of thought is evolving.

An employee of a Colorado television provider service was fired in 2010 for violating the company's drug policy after testing positive during a random drug screen. The employee is a quadriplegic and had worked as a telephone customer representative since 2007. He had obtained a license for medical use from the state in 2009 and had informed his employer of his use. He was described as a model worker and his employer stated that his termination was in no way associated with job performance. The employee filed a wrongful termination lawsuit against his employer citing Colorado's "Lawful Activities Statute". The state's ruling on the matter is detailed in an Advance Sheet Headnote dated June 15, 2015 titled 2015 CO 44-No. 13SC394, Coats v. DISH Network – Labor and Employment – Protected Activities. In a nutshell, the Colorado Supreme Court ruled against the employee because ".....medical marijuana use that is permitted by state law but unlawful under federal law are not protected by the statute." <http://www.courts.state.co.us>

Therein lies one of the major problems with state legalized marijuana use. It is still illegal under federal law. Under current existing federal law, marijuana is classified as a Schedule 1 drug with a high potential for abuse and little if any medical benefit. It is considered in the same class as cocaine and heroin. The situation is further confounded by the existence of the Supremacy Clause of the United States Constitution (Article VI, Clause 2) which states that federal law is applied when there are conflicts between state and federal rules. There is considerably more on this topic and cannot be adequately addressed in this short article. And, recently, H.R.3884 – MORE Act of 2020 was introduced in Congress which would decriminalize marijuana and impact the contradiction between the federal and state governments.

In a more recent case in Arizona, that state court sided with the employee. The employee injured her wrist such that a trip to an urgent care was necessitated thus requiring a drug test. The employee, a registered, legal medical marijuana user, tested positive for cannabis metabolites. In accordance with company policy, she was terminated. She filed suit against her employer and the United States District Court for the District of Arizona ruled that the termination was unlawful in that the employer did not demonstrate that the worker was impaired while at work by marijuana use but had instead only recently used marijuana, as determined by the



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drug test. And therein lies another critical aspect of this issue in that unlike an alcohol test, there are currently no tests for marijuana that allows one to determine current versus recent use.

In the words of the minstrel "The times they are a changing". As a sign of the times, the National Basketball Association recently announced that they would not be testing for marijuana during the 2021 season. The takeaway for this article is that currently there are no easy solutions to this issue. However, many of us may soon find ourselves in a position being asked to weigh in on company policies regarding drug testing. It would be prudent for the safety officer to stay current of the shifting laws and legal battles that are currently taking place with more surely to come.

(Glenn Hargrove is not an attorney nor in any way, shape, fashion, or form a legal expert. This article does not intend to imply opinion regarding the legalization or use of marijuana. The information conveyed in this article has been obtained from readily attainable sources from the internet.)

American Heart Month: Hypertension

In association with American Heart Month, the CDC's Division for Heart Disease and Stroke Prevention is highlighting hypertension (high blood pressure), a leading risk factor for heart disease and stroke.

At this website, https://www.cdc.gov/heartdisease/american_heart_month.htm the CDC offers hypertension toolkits, quizzes, facts and other resources that can be utilized to educate and publicize hypertension hazards and prevention. Members are encouraged to investigate the website and use the information accordingly for the protection of fellow employees.

Chapter Officer Nomination Time

It that time of year when the Nomination & Election Committee works their magic to nominate officers for the Star Valley Chapter. This year's committee, under the guidance of past-president **Daniel Ashworth** includes a committee featuring **Jeff Brafford** and **Bob Drane**.

ALL CHAPTER OFFICER POSITIONS ARE OPEN!!!! Throw your hat in the ring! If you are a professional ASSP member for at least a year, you are eligible to run for one of five positions: President, Vice President, Secretary, Treasurer and Delegate. Job descriptions for each office are provided below.

President:

Purpose: The chapter president provides direction and support to create a meaningful and high-quality experience for chapter members.

Key Responsibilities:

- Provide direction to the chapter that is consistent with the chapter's bylaws as well as ASSP's mission and vision statements, goals and code of professional conduct
- Chair all chapter executive committee meetings and chapter general membership meetings
- Lead chapter executive committee in the development and execution of strategic activities related to succession planning and chapter sustainability
- Maintain chapter incorporation and affiliate agreements with ASSP headquarters, including ensuring chapter compliance with required reporting
- Represent the chapter on semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) by attending meetings or appointing a proxy
- Represent the chapter at meetings of other organization when official representation is of benefit to chapter or ASSP members, or appoint a designee to ensure attendance
- Appoint standing committee chairs and members to special committees as needed



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Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter president
- Additional support available from area director, regional vice president and [ASSP Chapter Services](#)

Benefits:

- Opportunity to develop transferrable leadership, strategic planning and project management skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: Up to 10 to 15 hours, plus travel to and attendance at AOC/ROC twice a year

Qualifications:

- Must be a professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop strong leadership, strategic planning and project management skills
- 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
- Employer support helpful

Specific Duties:

- Complete six modules of officer training:
 1. Basic training: -Chapter operations
 2. Basic training: -ASSP overview
 3. Leadership training: President
 4. Membership training: Recruitment
 5. Membership training: Retention
 6. Advanced training: Chapter advanced president training
- Recommend completion of additional training modules from ASSP and the ROC
- Appoint one member to the chapter's Nominations & Elections Committee
- Submit the Chapter Operations Management Tool (COMT) report by **June 30**
- Update the chapter's operational plan and coordinate activities to achieve the plan's goals - Submitted into COMT by **August 15**
- Submit annual leadership report through COMT by **May 31**
- Ensure that the chapter treasurer submits the annual financial report and financial checklist by **May 31** and files chapter taxes if revenue exceeds \$50,000
- Provide reports to the area director or regional vice president as requested
- Ensure that chapter bylaws are reviewed by all new incoming leadership
- Oversee bylaws revision process, as needed, ensure that the changes conform in principle to the current ASSP Model Chapter Bylaws and are approved by the area director and regional vice president
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Work with chapter Awards & Honors Committee chair to recognize officers, volunteers and members for their participation in and contributions to the chapter
- Conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Ensure orderly transition and transfer all duties and records to succeeding chapter president
- Any additional chapter-specific duties.



Vice President

Purpose: The chapter president-elect/vice president assists the chapter president in providing direction and support to the chapter to create a meaningful and high-quality experience for chapter members.

Key Responsibilities:

- Support the chapter president in providing direction to the chapter that is consistent with the chapter's bylaws, as well as ASSP's mission and vision statements, goals and code of professional conduct.
- Work with chapter president and Executive Committee to develop and execute strategic activities related to succession planning and chapter sustainability
- Serve as acting president in absence of the chapter president (see chapter president position description), including representing the president as requested
- Assist with planning and attend chapter Executive Committee and general membership meetings
- Supervise the activities of chapter committees as agreed upon
- Recommend attendance at semiannual Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) meetings
- Perform other duties as agreed upon with the chapter president or Executive Committee

Support:

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

Benefits:

- Opportunity to develop transferrable leadership and strategic planning skills
- Opportunity to grow professional network
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: Up to 10 to 15 hours, plus potential travel to and attendance at ROC if the chapter president is unable to attend

Qualifications:

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Helpful to have or be willing to develop strong leadership and project management skills
- Able to work effectively in a team setting and communicate with diverse audiences
- Employer support is helpful

Specific Duties:

- Complete three modules of officer training in:
 1. Basic training: -Chapter operations
 2. Basic training: -ASSP overview
 3. Leadership training: President-elect/Vice president
- Recommend completion of two additional officer training modules:
 1. Membership training: Recruitment
 2. Membership training: Retention



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- Work with chapter president and Executive Committee to develop and execute an annual plan for the chapter
- Assist the chapter president in completing required reporting through the Chapter Operations Management Tool (COMT)
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Help conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Represent the chapter as appropriate to other local professional societies and organizations for the advancement of the profession
- Ensure orderly transition and transfer of all duties and records to succeeding president-elect/vice president
- [additional chapter-specific duties]
- Support the chapter's succession planning efforts through volunteer recruitment, delegation and mentoring
- Work with chapter Awards & Honors Committee chair to recognize officers, volunteers and members for their participation in and contributions to the chapter
- Conduct meetings in a manner that allows time for networking as well as adequate time for a speaker
- Help distribute information from ASSP, the region and/or the area to the membership as necessary
- Ensure orderly transition and transfer all duties and records to succeeding chapter president
- Any additional chapter-specific duties.

Secretary

Purpose: The chapter secretary ensures the chapter's ability to provide continuity of a quality member experience by maintaining the chapter's historical records

Key Responsibilities:

- Maintain and retain all chapter files, including minutes and correspondence, according to the chapter document retention guidelines
- Ensure that members receive timely and effective notices of all chapter meetings and functions
- Attend chapter general membership and Executive Committee meetings
- Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers
- Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter and other publications) in partnership with chapter communications chair and/or other chapter volunteers as applicable
- Assist chapter president in completing reports
- Assume duties of chapter treasurer when necessary

Support:

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

Benefits:

- Opportunity to develop transferrable leadership, recordkeeping and communication skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

**Time Commitment:**

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: up to 8 hours

Qualifications:

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the regional vice president
- 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
- Employer support is helpful

Specific Duties:

- Complete three modules of officer training:
 1. Basic training: Chapter operations
 2. Basic training: ASSP overview
 3. Leadership Training: Secretary
- Recommend completion of two additional officer training modules:
 1. Membership training: Recruitment
 2. Membership training: Retention
- Maintain chapter meeting attendance records and upload into the Chapter Operations Management Tool (COMT)
- Retain custody of the chapter charter, affiliate agreement, incorporation papers and other official documents
- Monitor all deadlines to ensure compliance with chapter charter
- Ensure orderly transition and transfer of duties and records to succeeding chapter secretary
- Any additional chapter-specific duties.

Treasurer

Purpose: The chapter treasurer ensures the chapter's financial ability to serve its members. This volunteer leader manages chapter resources and funds, maintains and updates the chapter's financial records, and provides leadership in financial responsibility and fund allocation.

Key Responsibilities:

- Prepare and manage chapter operating budget for the fiscal year (April 1 - March 31)
- Present reports regarding current and long-term chapter finances to the chapter Executive Committee and chapter membership
- Share opinions on the chapter financial position as an elected officer
- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Attend Executive Committee and chapter meetings
- Ensure that an annual or biennial audit is performed on the chapter financial records
- Assume the duties of chapter secretary as necessary



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Support:

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

Benefits:

- Opportunity to develop transferrable leadership and financial recordkeeping skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: 9 hours (subject to change if the chapter hosts a professional development conference)

Qualifications:

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop knowledge of sound budgeting principles and processes and basic spreadsheet functions for financial reporting
- Have or be willing to develop a solid working knowledge of the chapter financial and general operating guidelines
- 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
- Employer support is helpful

Specific Duties:

- Complete three modules of officer training in:
 1. Basic training: Chapter operations
 2. Basic training: ASSP overview
 3. Leadership training: Treasurer
- Recommend completion of two additional officer training modules:
 1. Membership training: Recruitment
 2. Membership training: Retention
- 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 7 years
- Retain files of bank statements, canceled checks, invoices, and vouchers
- Keep and update a ledger of payments and receipts
- Deposit chapter funds
- Submit the annual financial report and financial checklist into COMT by **May 31**



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- File taxes for revenue exceeding \$50,000 in a 3-year period (by **August 15**)
- Ensure ASSP headquarters office has current bank account information and address for dues reports
- Issue monthly treasurer reports
- Submit chapter dues report to [ASSP Chapter Services](#) by **March 1** if your chapter votes to increase its dues for the upcoming chapter year.
- Ensure orderly transition and transfer of duties and records to succeeding chapter treasurer
- Any additional chapter-specific duties.

Delegate

Purpose: The chapter delegate to the House of Delegates serves as the liaison between the chapter's members and ASSP. The delegate represents chapter members' interests to the House of Delegates, keeps chapter members informed on House of Delegates actions and proposed actions, and acts on House of Delegates ballots on behalf of the chapter's membership.

Key Responsibilities:

- Represent the chapter membership to the ASSP House of Delegates by voting on Society-level issues and providing feedback from the chapter to ASSP on issues related to the profession throughout the chapter year
- Communicate with chapter membership to determine overall chapter viewpoint on Society-level issues
- Attend the annual House of Delegates meeting in June or appoint a proxy if unable to attend
- Attend chapter general membership and Executive Committee meetings

Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter delegate to the House of Delegates
- Additional support available from chapter president and [ASSP Chapter Services](#)

Benefits:

- Opportunity to develop leadership and strategic planning skills, particularly related to organizational governance
- Opportunity to network with other chapter leaders and safety professionals at annual House of Delegates meeting
- Opportunity to be a voice to and for chapter on Society matters
- Earn professional certification maintenance points

Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: Up to 4 hours, plus travel to and attendance at annual House of Delegates meeting

Qualifications:

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the regional vice president
- Must not be concurrently serving as an ASSP board member, a regional vice president, practice specialty administrator or common interest group administrator
- 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



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Specific Duties:

- Complete one module of officer training in:
 1. Basic training: Chapter operations
- Ensure orderly transition and transfer of duties and records to incoming chapter delegate to the House of Delegates
- Any additional chapter-specific duties.

DRIVE SMART Virginia Virtual Safety Series

Sponsored by: GEICO, State Farm, Virginia Farm Bureau Insurance, and Children's Hospital of Richmond at VCU



Webinars will be held through March of 2021. We have great expert speakers from across the country presenting on the most cutting-edge traffic safety topics. Thanks to the generosity of our sponsors, each webinar is FREE to attend!! Registration for each individual webinar is required.

Click the link below to learn more about these free webinars. Remember to check back in as we will continue to add webinars to this webpage as dates and speakers are confirmed. We hope you will join us for our first ever Virtual Safety Series!

[Click HERE to learn more and register for the next webinar!](#)

Description: During this webinar, Dr. Jeffrey Hickman, group leader for the Virginia Tech Transportation Institute, will share the insights he has gained from his extensive research into distracted driving. Plus, two fleets—American Central Transport and Dupré Logistics—will share examples of how they use technology to have a real-time impact on risk and improve fleet safety.

March 3rd, 2021: Rural Road Safety

Description: All roads are not created equal and rural roads present a unique challenge to the drivers that travel on them. Learn about effective strategies and programs that address the rural road user and work to lower injuries and deaths on rural roadways. This includes sharing the road with slow moving vehicles, increasing seatbelt use, and improving safety culture.

Date to be Announced: Messaging Supporting a Shift in Safety Culture

New Year's Match Game!
How did you fare? See the answers below.



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A		7	E		11	I		5	M		15
B		9	F		12	J		1	N		6
C		4	G		2	K		6	O		13
D		3	H		8	L		14	P		10

Your choices are:

1. Acute Toxin	5. Counter Rotating Rollers	9. Explosive	13. Irritant/Sensitizer
2. Biohazard	6. Fall Hazard	10. Hand Entanglement	14. Laser
3. Caught In	7. Electrocuting	11. Ionizing Radiation	15. Nonionizing Radiation
4. Corrosive	8. Environmental Toxicity	12. Insect Hazard	16. Struck by

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