

## Greater San Jose Chapter Operating Guide

**Chapter Advisory Member**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **Delegate(s)** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The Chapter Delegate(s) is/are responsible for representing the Chapter’s interest at the House of Delegates meeting at the Annual ASSP Professional Development Conference (PDC) in June. That representation is in the form of voting for proposals, such as a change to Society Bylaws, based on the Chapter Executive Board opinion.

Two of the top key elements to success of this Executive Committee position include:

* Engaging in discussions and decisions with members of the Chapter in a sociable manner
* Contribute significant voluntary time and effort to make the Chapter successful

Additional responsibilities include:

* Take the appropriate web-based training for the position of Delegate as prescribed by Society on the ASSP website
* Attend Society Leadership Conference in October (if budgeted, this may be funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer
* If unable to attend the Annual ASSP PDC, recruit an alternate and provide a proxy for voting rights
* Attend the monthly Executive Committee meeting to keep informed of Chapter activities
* Attend the monthly general meeting to report out as needed
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

Be prepared and informed about the upcoming Society actions at the House of Delegates meeting. Attend the Annual PDC and participate in the House of Delegates meeting by voting on all proposed amendments or motions. Report back to the Executive Committee on outcomes and experience of the PDC.

# Resources

* + Society website
  + ASSP Greater San Jose Google Drive – Delegate folder
  + Executive Committee
  + VP Communications

[communications@sj.assp.org](mailto:communications@sj.assp.org)

* + Professional Safety Journal

## **Continuous Improvement**

This document will be updated annually by the Delegate(s) and submitted to the Executive Committee at the annual transition meeting.