

## Greater San Jose Chapter Operating Guide

**VP Government Affairs**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **VP Government Affairs** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The VP Government Affairs is responsible for working with Society and Chapter members to provide feedback to the membership and Executive Committee on upcoming regulatory and legislative changes.

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

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of VP Government Affairs as prescribed by Society on the ASSP website
* Capture news and information about upcoming legislative votes, meetings, decisions and proposed changes so interested members and guests can follow or participate in the legislative process
* Attend periodic ASSP California Government Affairs Committee (CGAC) meetings in person or phone conferences. Occasionally host one of the meetings. Meeting hosts alternate between north and south California.
* Gather information from ASSP Society Government Affairs Chair (in Illinois) and disseminate copies of written documents to Executive Committee. As deemed appropriate, facilitate distribution to members via quarterly newsletter, Chapter website, and social media (Facebook, LinkedIn) by forwarding the information to the VP Communications for posting.
* Do not “represent” ASSP at government meetings (Cal OSHA, Cal OSHA Standards Board, Cal OSHA Appeals Board, etc.) beyond introductions to state officials that you are a member of the ASSP Greater San Jose Chapter.
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

***Monthly General Meeting***

* + During stand-up announcements provide a very short version of the bills being followed
	+ Announce if any close deadlines are approaching
	+ Advise stakeholder input opportunities

***Monthly Executive Committee Meeting***

* Attend the monthly Executive Committee meeting and provide:
	+ Updates of the Legislative and Regulatory activities
	+ CGAC meeting notes
	+ Any new government information that the Board can use

***General Duties***

* Attend periodic meetings with the California Government Affairs Committee (CGAC) as needed
* Assist members to follow bills of their interest
* Update reports for website and newsletter use
* Maintain contact with Society Government Affairs personnel to keep informed about regulatory changes and what can be shared with the membership and guests.

# Resources

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

communications@sj.assp.org

* + Professional Safety Journal
	+ ASSP Government Affairs Committee Chair

Dave Heidorn, dheidorn@assp.org

* + ASSP Region 1 VP

Jim Boretti, james@borettiinc.com

* + CGAC members (Government Affairs Chairs of participating ASSP Region 1 California Chapters)
	+ Cal/OSHA Reporter

newsdesk@cal-osha.com

* + State Net
	+ ASSP Government Affairs

<https://www.assp.org/advocacy/government-affairs/government-affairs-news>

<https://www.assp.org/position-statements>

<https://www.assp.org/advocacy>

<https://www.assp.org/advocacy/government-affairs>

[http://www.ca.gov](http://www.ca.gov/)

<http://www.caloes.ca.gov>

[http://www.dir.ca.gov](http://www.dir.ca.gov/)

## **Continuous Improvement**

This document will be updated annually by the VP Government Affairs and submitted to the Executive Committee at the annual transition meeting.