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May 15, 2020 Revised

# WISE | Women in Safety Excellence

**RE: ChapterWise Committee Member Roles Nominations for 2020-2021 year.**

These are the offices and descriptions for the positions that may require up to one hour per month commitment until June 30, 2021. Each activity or project undertaken shall receive full acknowledgement of your participation and a letter of thanks will be provided to your employer for your time and commitment to such a generous and important community. Chairperson / Captain of the team all around coordinator shall be nominated by President of the Executive Committee at GSJC ASSP. The Roles in this position have been designated by WISE Society under ChapterWise Representative. See ASSP.org/WISE

Deadline for nominations is June 1, 2020 – please send your nominations to wise@sj.assp.org

* **WISE Community Outreach Charity and PDC Leader**
* **WISE Development Talks Technology Leader**
* **WISE Networking and Social events Leader**
* **WISE Students STEM Outreach Leader**
* **WISE Chairperson / Captain of the team all around coordinator**

***My name is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I wish to nominate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for***

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| Check box | The position of WISE Community Outreach Charity and PDC Leader |
|  | Shall work closely with the PDC chair on the Executive Committee of the GSJC ASSP. The assignments and duties for the Professional Development conference shall entail identifying speakers, vetting proposals, reviewing plans for location, set up and creating a theme or design for the event with regards to WISE participation. This role may elect subcommittee support and share with other common interest groups such as other societies, Consultants, Industrial Hygienists and other safety excellence groups within the ASSP. The Charitable events we support should align with our goals within the ASSP Chapter and may require Executive Committee approval if it regards public health sectors. There will be at one co-host PDC and multiple co-hosted charity events planned. |
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|  | * The position of WISE Development Talks Technology Leader |
|  | Shall work closely with the Programs Chair on the Executive Committee of the GSJC ASSP. The assignments for selecting technical topics may align with their events, or cross over. It is best to work as a team to ensure that all planning does not repeat same topic in one year and allow for proper spacing of event/meeting dates. The personal development talks share be centered on women and how they are affected by the data. The Technology and other new interests should be geared toward how leadership with women are sharing the spotlight or inventing the applications which are being shared. For example, female astronauts and the way that they adapted to working in outer space or interviewing a female in a diversity role overseeing new technology and how that calls for a specific work life balance. There will be one Technical event per year planned. There will be at least two personal development interviews or blogs per year at minimum. The application address for immediate information on WISE is [WISE Greater San Jose CA at ASSP](https://wise-assp-greater-san-jose-ca.mn.co/share/eod22Ztm4jxxSwhc) |
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|  | The position of WISE Networking and Social events Leader |
|  | Shall work with the Social events Chair on the Executive Committee of the GJSC ASSP as well as use various media posts\* to create, invite and host social events. The use of GoToMeeting, We-Chat, WhatsApp and Facebook are amongst the media to be used. The position will send out information based on how we can support he social chair and events through our network. The use of media platforms to set up events will be taught to whomever gets the role, we strongly encourage sharing this activity with sister sites and organizations such as Society of Women Engineers, Women in Technology International. Women in OSHA, and the American Industrial Hygiene community in San Jose. We shall co-host at minimum three socials and host one networking events per year to ensure that we have had a chance to unwind and share our growth and development over the past months. |
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|  | * The position of WISE Students STEM Outreach Leader |
|  | Shall work with local High schools, Universities and Global organizations such as Google, Facebook, BAE Systems through our WISE networking connections. The STEM outreach program is to help encourage the pursuit of a career in EHS and Science and Technology such as those used in toxicology, pharmaceuticals, and a large array of chemical manufacturing services. Each student shall be eligible for an application to earn a scholarship from the Greater San Jose Chapter. The recipient will be done with the Scholarship Chairs selection committee and independent of WISE. This position will post\* information on the success of STEM students, attend events where they are feasible to show visible support for their activities and to attend career events and fairs to explain the rich network of professional support through the ASSP. As a brand ambassador this person shall receive WISE related materials and swag to provide to their new members. They shall write welcome letters and thank you notes for those who have attended the virtual or in person activities hosted by WISE. If possible, photos will be used to show that the WISE team was there to support their activities. There is no maximum to the number of activities related to this section. |
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This document was approved by Committee on May 15, 2020 by:

Dolores Bergen IPP and seconded by Bill Stettiner Delegate. It was revised to designate Executive Committee i/p/o Board, and add “WISE” and ”Leader” to the roles.