

G**reater San Jose Chapter Operating Guide Professional Development Conference Chair *Updated: 02/12/19***

**Purpose Scope Objective:**

The Professional Development Conference Chair reports to the Chapter President-Elect. The purpose of the Professional Development Conference Chair is to plan and coordinate a one-day professional development conference each year. Currently the Greater San Jose Chapter partners with the San Francisco Chapter to provide no less than 3 tracks of technical sessions for General Industry, Construction and Health. The use of MayDay Marketing provides the majority of conference support.

**Roles and Responsibilities:**

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

The primary role of this position is to:

a. Take the appropriate web-based training for the position as prescribed by Society on the ASSP

website

b. 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 not previously attended

c. Coordinate activities with the SF Chapter; Use MayDay Marketing, or select and negotiate for a venue to hold no less than a one-day conference

d. Seek out and deliver Professional Development speakers to reach the interests of Safety and

Health Professionals (e.g. regulations, best practices, technology changes, etc)

e. Plan and coordinate for the event by recruiting volunteers

f. Work with the Communications Chair to keep members informed of the need for volunteers, registration dates and other event details

g. Attend all meetings with SF Chapter and MayDay Marketing, as required, if a joint conference

**Procedures:**

**Attend the monthly General Meeting to:**

a. Keep the membership informed on the development of the conference, to include when/

where, etc.

b. Call for volunteer help, providing for leadership opportunities c. Survey interest in topics from membership

d. Take input on speakers from membership and interest in speaking from membership e. Ensure membership knows when registration opens, to get the best deal on cost

**Attend the monthly Executive Committee Meeting to:**

a. Update the Executive Committee on progress of planning the Professional Development Conference

b. Work with the Executive Committee for roles/responsibilities before, during and after the PDC

c. [Provide a budget of costs and expected Revenue](http://www.asse.org/newsroom/presskit/images/asselogocolor_600dpi.tif)

d. Report on financial follow up (deposits, reimbursements and revenue checks)

**General Duties:**

a. Recruit Volunteers to work as a team to plan the conference

b. Plan or attend monthly meetings to detail all needs for a successful conference

i. Venue

ii. Speakers/Key Note iii. Registration

iv. Speaker Gifts

v. Communications/Promotions

vi. Vendors/Sponsorships vii. Chapter recognitions viii. Job Board

ix. C.E.Us

**Resources:**

a. Projector Supplied by Chapter

b. Mayday Marketing

c. Chapter Banner

d. Executive Commitee

**Continuous Improvement:**

This document will be updated annually by the Professional Development Conference Chair and submitted to the President Elect at the annual Executive Committee transition meeting.