Greater San Jose Chapter Operating Guide

**WISE Chair**

***Updated: 02/12/19***

**Purpose Scope Objective:**

The WISE Chair is an appointed position on the Chapter Executive Committee. The appointee must be a member in good standing of the ASSE Women in Safety Engineering (WISE) Common Interest Group and apply to

Society’s ChapterWISE Advisor to represent the Greater San Jose Chapter. The WISE Chair has the overall responsibility of ensuring that the Greater San Jose ChapterWISE objectives are met.

* Fostering an environment that allows members to share ideas
* Promoting EHS in our community through group activities and initiatives
* Networking to strengthen professional relationships
* Advancing the professional development of our members
* Mentoring women in EHS and other safety related professions

 **Ro l es a n d Re s po ns i bil i ti e s :**

Society-level annual requirements include:

* Hold an annual informational meeting for Chapter members
* Attend a minimum of 3 Society ChapterWISE Representative teleconferences (held every other month)
* Provide at least one networking opportunity
* Submit WISE Recognition Award survey by end of May

Chapter-specific duties include:

* Reach out to new Chapter and new WISE members with a personalized email
* Oversee ChapterWISE *Business & Planning* and *Professional Development & Networking* Meetings
* Issue timely and effective notices of all ChapterWISE activities and initiatives to:
* ASSP Greater San Jose Chapter Communications Chair for Newsletter and Social Media updates
* Society WISE blog, Facebook, Linked-in, etc.
* Solicit activity/initiative ideas from WISE members during September’s *Business & Planning* Meeting or via an emailed survey for the following calendar year
* Solicit professional development topic/speaker ideas from WISE members during December’s *Professional Development & Networking* Meeting or via an emailed survey for the following calendar year
* Attend general membership and executive committee meetings
* Communicate with the Executive Committee about ChapterWISE activities and initiatives
* Maintain ChapterWISE marketing materials
* Share information from Society ChapterWISE with membership, as necessary
* Prepare a ChapterWISE operating budget and maintain an expense report

 **Procedures:**

1. ChapterWISE *Business & Planning* Meetings:

1.1. Send meeting reminders two weeks in advance

1.2. Review meeting agenda

1.3. Circulate meeting roster

1.4. Report on status of upcoming event/initiative by Activity/Initiative Lead (WISE Chair or delegate)

2. ChapterWISE *Professional Development & Networking* Meetings:

2.1. Confirm speaker and topic title 3 months in advance. Send speaker reminder 3 weeks in advance.

2.2. Send meeting reminders two week in advance (require RSVP)

2.3. Purchase food/drinks/supplies for meeting (or delegate)

2.4. Circulate meeting roster

2.5. Review meeting agenda

2.5.1.1. Dinner/Networking (30 minutes)

2.5.1.2. Professional Development Presentation (1 hour)

2.5.1.3. Q&A plus any other business (30 minutes)

2.6. Introduce speaker after dinner

2.7. Clean up at end of meeting

3. Executive Committee Meetings:

3.1. Prepare report on events/initiatives, which includes past news and upcoming details

3.2. During “New Business” make any motions, preferably 3 months in advance, for activities/initiatives that require Executive Committee approval (e.g. collecting donations at general meeting, Chapter sponsored event)

4. General Meetings:

4.1. Send program committee any WISE info to include in meeting slide deck at least 3 days in advance

4.2. Make WISE announcements regarding upcoming activities during committee reports

 **Resources:**

* Greater San Jose Executive Committee and Chairs
* WISE Society

**Continuous Improvement:**

This document will be updated annually by the WISE Chair and submitted to the President at the annual

Executive Committee transition meeting.