Greater San Jose Chapter of American Society of Safety Engineers

Greater San Jose Chapter Operating Guide

Awards & Honors Chair

**Updated: 02/12/2019**

**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of

Awards and Honors Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The role of the Awards and Honors Chair is to enhance the process and quality of the awards and honors that the Chapter bestows on members, guests and others for their efforts toward safety. 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:

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

website and review the Key Responsibilities of the Awards & Honors Chair from Society.

2. Coordinate the Chapter Spy and when required the Region Spy Package

3. Work with the Executive Committee to seek out who might be considered for recognition

4. Order plaques, gift cards, trophies and frames and mail awards, as necessary.

5. Present awards, as requested by the Executive Committee

6. Provide articles and pictures to chapter communications chair on recognitions (e.g newletter, website, etc)

7. Search for other media opportunities to promote recognition outside the ASSP Chapter.

**Procedures:**

**Monthly General Meeting:**

a. Be prepared to present the recognition to any recipient as agreed upon with the Executive

Committee

**Monthly Executive Committee Meeting:**

a. Attend the monthly Executive Committee meeting to discuss any nominations for Awards & Honors and to review those selected for recognition

**Resources:** Chapter Website Executive Committee

Awards & Honors guidance documents

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Awards & Honors Chair

**Updated: July xxx 2019**

**Continuous Improvement:**

This document will be updated annually by the Awards & Honors Chair and submitted to the President at the annual transition meeting.

**Awards & Honors Chair**

**Purpose:** The chapter awards and honors chair supports member engagement by ensuring that chapter members are recognized for their contributions to the chapter, ASSP and the safety profession.

**Key Responsibilities:**

● Develop and oversee chapter awards and honors program, including designation of awards and recognition, all relevant application and selection processes, and ensure presentation of awards to honorees

● Coordinate chapter safety professional of the year (SPY) recognition program, ensuring that the chapter considers at least one chapter SPY nomination annually, and assist with the chapter’s nominations for region and/or ASSP SPY awards

● Works with program chair to coordinate recognition of members at meetings and events

● Work with chapter communications chair to coordinate the recognition of members through chapter communications (e.g., newsletter, website, social media) and local media

● Act as chapter liaison to members receiving awards and recognition

● Act as liaison to ASSP on long-service recognition and to promote other chapter recognition and awards as appropriate

● Attend chapter general membership and executive committee meetings as needed/requested

**Support:**

● Online resources from ASSP

● Transition meeting with outgoing chapter awards and honors chair

● Additional support available from chapter president and ASSP Chapter

Services

**Benefits:**

● Opportunity to develop leadership and human resource management

skills

● Earn certification maintenance points

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**Time Commitment:**

● Term of office: Preferably 1 year, July 1 - June 30

● Average hours per month: Up to 7 hours

**Qualifications:**

● Must be an ASSP member in good standing

● Have or be willing to develop understanding of chapter members’ work and accomplishments

● Have or be willing to develop working knowledge of chapter and ASSP awards and honors programs

● Helpful to have or be willing to develop an understanding of chapter and ASSP

structure and strategic direction

● Able to work effectively in a team setting and communicate with diverse audiences

● **Specific Duties:**

● Complete two modules of officer training in [TBD]:

1. Basic training: ASSP overview;

2. Membership training: Retention

● Recommend completion of one additional officer training module:

1. Membership training: Recruitment

● Suggest additional regular or ad hoc chapter awards to executive committee as appropriate

● May work with chapter professional development conference chair to coordinate conference awards and recognition as applicable

● Work with chapter membership chair to coordinate the distribution of long-service recognition on significant anniversary dates

● [additional chapter-specific duties]

Sample awards to consider and build on

● Safety Professional of the Year (chapter and promotion to region)

● Speaker of the Year

● Volunteer of the Year

● Officer (elected and appointed) awards and recognition

● Long-service recognition (coordinated with Society)

● Student-section-related awards (e.g., papers, presentations, projects)

● President’s Award

● PDC awards/speaker recognition

Other ad hoc awards and recognition