

**American Society of Safety Engineers
Low Country Chapter – Charleston, SC
3-Year Long Range Plan - 2005-2008**

Mission Statement

The members of the Low Country Chapter of the American Society of Safety Engineers (ASSE) are committed to promote, enhance, and support the safety professional in the Chapter's assigned geographic area.

Goals for 2005 through 2008

Executive Committee & Leadership

- Convene Executive Committee meetings at least every 3 months.
- Send at least one Chapter Officer to ASSE's Leadership Conference annually.
- Implement a new-officer orientation and training program.
- Establish a mentor program for each Chapter Officer; utilize Past Presidents and other experienced members.
- Ensure the President and/or President-Elect attend each ROC meeting.
- Ensure the Delegate (or official proxy) attends the annual House of Delegates meeting.

Awards & Recognition

- Implement a Hospitality function to greet guests and introduce them to chapter members.
- Recognize guests and prospective members by introduction during the monthly meeting. Provide prospective members with a copy of the newsletter every several months.
- Promote Chapter criteria for Safety Professional of the Year (SPY) recognition for qualified members. Write up and submit an annual Chapter SPY package for regional and Society-level competition.
- As directed by the Executive Committee, purchase awards products (plaques, etc.) for presentation to members for special achievement.
- Make petition every year for the Chapter Achievement Program (CAP) award.

Communication

- Publish twelve newsletters annually. Ensure maximum distribution of newsletters via electronic means.
- Submit timely announcements for upcoming meetings and other events to local newspapers and trade publications as appropriate.
- Make continuous enhancements to the Chapter website; ensure website is linked off the master ASSE/Region VI web page.
- Establish a public affairs function focused on (1) enhancing the image of ASSE at all levels, (2) highlighting Chapter events and member activities, and (3) processing PR information received from Society.

Community Outreach

- Participate in local safety and health programs that will benefit the public and enhance the image of ASSE in the community.
- Champion one public/community SH&E issue or project every year.
- Provide information and levels of participation that benefits the public/community while showcasing the Chapter's spirit of concern and service. Examples include: local SCDOT road expansion safety; ASSE Alliance, CSP training, need for boiler inspection criteria in SC; school violence risk management.

Finance

- Enhance the strength of the Chapter and the success of Chapter activities by maintaining a program of sound fiscal management.
- Conduct and document annual audits of Chapter finance records.

Fundraising/Giving

- Provide financial support to the ASSE Foundation through fundraising activities.
- Conduct a membership vote annually regarding making a Chapter donation to the ASSEF.

Membership

- Develop and maintain programs to enhance membership retention and growth and to encourage member participation.
- Increase membership by 15% each year.
- Conduct quarterly updates and redistribution of the Membership Directory.
- Develop an annual membership recruitment campaign .
- Have membership applications, brochures and information available at each meeting and at other Chapter events.

Programs

- Provide quality meetings for the enhancement of knowledge and professional growth of Chapter members.
- Conduct 11 meetings each year, 10 meetings of which center on technical subjects related Including tours of local facilities as appropriate.
- Appoint a vendor liaison chairperson to schedule vendor participation (give-aways, etc.) at meetings.
- Every other year conduct a membership interest survey to identify topics and speakers for future meetings.

Professional Development

- Appoint a Professional Development Committee (PDC) to develop and implement professional development seminars.
- Develop and conduct a one-day Chapter PDC annually.
- Require a pre-seminar budget with the purpose of ensuring a profit, which in turn will finance future projects.
- Participate in and support regional PDCs, as appropriate.
- Publicize other chapter, regional and Society PDCs as well as outside seminars to chapter members through the newsletter and/or chapter meetings.
- Encourage eligible members to prepare and make application to the Board of Certified Safety Professional examinations and other SH&S certifications.
- Encourage members to reclassify their Society membership to the highest level commensurate with their experience, training, and work assignments in accordance with Society guidelines.
- Provide information at the chapter meetings regarding safety related courses offered at local schools and universities.
- Appoint a member to serve as a focal point for job opportunities and to maintain a Job Search File.

Regional Operating Committee (ROC)

- Ensure Chapter officer representative at all ROC meetings.
- Keep members informed of issues discussed and decisions made at ROC meetings.
- If asked by the RVP, provide additional service on Region VI committees.