

Chapter Operations Management Tool Points Distribution

Section 1: Charter Requirements - SOG 8.10		Points
1 Upload Chapter Operational Plan (SOG Requirement) Due August 15		0
2 Upload your Annual Chapter Leadership Report (SOG Requirement) Due May 31		0
3 Upload your Chapter Annual Financial Report (SOG Requirement) Due May 31		0
4 Please Enter Your Total Revenue and Expense from you Financial Report		0
5 Upload your Chapter's Financial Checklist (SOG Requirement) Due May 31		0
6 Chapter Meeting Tracker (SOG Requirement) Chapters need to have technical meetings per SOG and bylaws		0
7 Upload and Save your meeting attendee lists		0
8 How many meeting attendee lists did you upload in the previous question?		0
	No Meeting Lists	0
	1-7 or More Meeting Lists	25
9 Number of required Chapter reports submitted to the RVP and/or AD for each AOC and/or ROC meeting		0
10 Number of AOC and/or ROC Meetings Attended		0
	0-1	0
	2	50
	Note: Required Items don't score points. Only items that can earn points are listed	
11 Provide the names of your Nominations and Elections Committee (SOG Requirement)		0
12 Did your chapter publish a slate of candidates in the time frame required by your bylaws? (SOG Requirement)		0
13 Required Chapter Website Updates - To be reviewed four times a year (SOG Requirement)		0
Total for Section 1:		75

Section 2: Chapter Engagement, Membership & Communications		Points
14 How did your chapter take steps to create a personalized and welcoming environment to your members?		
	Welcome new members with an e-mail or phone call	50
	Offer a new member orientation	50
	Personally greeting members at meetings	50
	Sending personalized e-mail invitations to meetings	50
	Our Chapter did not take any specific steps to create a personalized and welcoming environment to our members	0
	Other	50
	Other	50
15 How did your chapter recognize members for their service to ASSE and for their activities and achievements?		
	Published in our Newsletter or website	50
	Recognized at Meeting	50
	Awarded long service recognition awards at our Chapter Meetings	50
	We did not recognize members for their service to ASSE this year	0
	Other	50
	Other	50
16 How did your Chapter recruit new ASSE and Chapter Members?		
	Leveraged the Society's annual Member Get a Member Campaign	150
	Contacted local businesses in the area	175
	Exhibited or attended local Safety events to promote the Chapter & ASSE	200
	Joined the Chamber of Commerce to make connections with local contacts	200
	We did not take any pro-active steps to recruit new members this year	0
	Other	100
	Other	100
	Other	100
17 How did your chapter provide employment information to your members?		
	Posted local employment opportunities in our newsletter/website	50
	Promoted local employment opportunities at Chapter meetings/events	50
	Referred local employers to post jobs on the ASSE Job Board	50
	Referred local chapter members to post resumes on the ASSE Job Board	50
	We did not promote local employment opportunities to our chapter members	0
	Other	50
18 How did your chapter determine member expectations and utilize this assessment?		
	We conducted a member survey (separate from the Society Chapter Experience Survey)	50
	We conducted a post-meeting evaluation after each meeting	50
	We distributed the results of all surveys to the Chapter Officer Team	50
	We shared results with the Chapter Members	50
	We used data to make changes to future meetings and/or the way we communicate with our members	50

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19	Please describe your Chapter's efforts and practices in communicating to Chapter Members, with Chapter Newsletters.		
	Our Chapter distributed our newsletter on a consistent schedule (i.e. monthly, quarterly)		50
	Our Chapter distributed our newsletter more than four times a year		50
	Our Chapter has designated volunteer(s) responsible for developing and distributing the newsletter(s)		50
	Our Newsletter(s) contain a mix of Chapter news, Society news, and SH&E content		50
	To earn Bonus Points check yes & upload an example of your Newsletter below.		50
20	Please describe your Chapter practices & procedures in terms of your Chapter Website.		
	Does your Officer page have officer photos and their contact info?		100
	Did your Chapter maintain it's website with monthly content updates?		100
	Does your Chapter have a designated volunteer(s), responsible for ensuring your website it up to date?		100
21	Please indicate other ways your Chapter has communicated with it's members		
	Use of Social Media (Chapter Facebook Page, Twitter, Linked In)		75
	Chapter Meeting Notices distributed 3 - 4 weeks prior to the meeting date		100
	Follow-up meeting messages, thanking for attending & providing any meeting resources		100
	Our Chapter did not do any additional communications		0
	Other		50
	Other		50
	Other		50
22	Does your chapter have Sections and Student Sections?		
	Yes		0
	No (if answered no, the next question is skipped)		0
Not Numbered	What are the things your chapter does to support your Sections? (Will only appear if answering yes to #22)		
	Make sure section leadership attends most chapter meetings		10
	Chapter web site has a page for their sections		10
	Section updates are part of chapter meetings		10
	Section invites chapter members to their events		10
	Chapter insures required paperwork is turned in on time		10
	Our Chapter has not provided support to our section(s)		0
	Other		10
	Other		10
	Other		10

Total for Section 2: 3130

Section 3: Community Outreach Points

23	How does your chapter communicate or promote safety in your community?		
	Participate in Career Day(s)		50
	Support a student scholarship or the ASSE Foundation (50 points)		50
	Involvement in local organizations (i.e. 4H)		50
	Partner with other safety organizations or local businesses (50 points)		50
	Our Chapter does not actively promote safety in our local community		0
	Other		50
	Other		50
	Other		50
	Other		50
24	Does your chapter support NAOSH week?		
	Yes (if so explain)		50
	No		0

Total for Section 3: 450

Section 4: Professional Development Points

25	Please answer the following questions in regards to your Chapter Meeting Planning & Operations.		
	Does your Chapter collaborate across Society to source speakers? (i.e. Practice Specialties, Other Chapters, etc.)		100
	Does your chapter offer virtual meeting options?		100
	Does your Chapter offer CEU's at your event(s)?		100
	Does your Chapter have a sponsorship program?		100
	Does your Chapter offer Certification study groups?		100

Total for Section 4: 500

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Section 5: Leadership & Training	Points
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26 Indicate the training opportunities your officer's have participated in.

Leadership Conference	150
Online Officer Training	75
Chapter Training at ROC Meetings	75
Individual training or transition meetings	75
Our Chapter officers have not participated in any training	0
Other	50
Other	50
Other	50
Other	50

27 Indicate the transition activities and resources your Chapter provided for the transition of incoming leaders.

Used the transition tools in Officers Central	75
Held a transition meeting of incoming Chapter Leadership	75
Distributed and reviewed a duty checklist for all incoming Chapter Leaders	75
Held an installation ceremony for new officers	50
Our Chapter did not conduct any formal officer transition activities	0
Other	50
Other	50

28 Indicate what succession planning practices your Chapter has leveraged

Used the succession planning tools in Officer Central	75
Kept a log of members who may be good volunteers	75
Dedicated time at all Executive Committee meetings to talk about succession planning	75
Provided small roles for potential leaders to get involved with (For example, greeters at meetings or helping with the registration desk)	75
Our Chapter did not do any succession planning activities	0
Other	50
Other	50

Total for Section 5:	1350
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Total Possible Points	5505
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Chapter Recognition Achievement Levels	Points
Bronze	1000 - 1779
Silver	1780 - 2779
Gold	2880 - 4479
Platinum	4480 - 5505