# 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 ASSP Women in Safety Engineering (WISE) Common Interest Group and apply to Society’s Chapter WISE Advisor to represent the Bakersfield Chapter. The WISE Chair has the overall responsibility of ensuring that the Bakersfield Chapter WISE 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

# Roles and Responsibilities:

Society-level annual requirements include:

* Hold an annual informational meeting for Chapter members.
* Attend a minimum of 3 Society Chapter WISE 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 Chapter WISE *Business & Planning* and *Professional Development & Networking* Meetings
* Issue timely and effective notices of all Chapter WISE activities and initiatives to:
  + ASSP Bakersfield Chapter WISE Facebook Page
  + Chapter Social Media Chair and Newsletter Editor
  + Chapter Membership Chair for email distribution to membership
  + 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 Chapter WISE activities and initiatives.
* Maintain Chapter WISE marketing materials.
* Administer the ASSP Bakersfield Chapter WISE Facebook page.
* Share information from Society Chapter WISEwith membership, as necessary
* Prepare a Chapter WISE operating budget and maintain an expense report.

# Procedures:

## Chapter WISE *Business & Planning* Meetings:

### Send meeting reminders two weeks in advance.

### Review meeting agenda

### Circulate meeting roster.

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

## Chapter WISE *Professional Development & Networking* Meetings:

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

### Send meeting reminders two week in advance (require RSVP)

### Purchase food/drinks/supplies for meeting (or delegate)

### Circulate meeting roster.

### Review meeting agenda

#### Dinner/Networking (30 minutes)

#### Professional Development Presentation (1 hour)

#### Q&A plus any other business (30 minutes)

### Introduce speaker after dinner.

### Clean up at end of meeting.

## Executive Committee Meetings:

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

### 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)

## General Meetings:

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

### Make WISE announcements regarding upcoming activities during committee reports.

# Resources:

* WISE Banner – proof held by Creative Concepts
* Hydration Banner – proof held by Creative Concepts
* Shirts – embroidery proof held by Creative Concepts
* Facebook – old Admin must add new Admin, requires personal Facebook account  
  username: ***Redacted***  
  password: ***Redacted***
* Smarter Mail - chapter email address  
  username: ***Redacted***   
  password: ***Redacted***
* Google – email ([bakersfieldwise@gmail.com](mailto:bakersfieldwise@gmail.com)) and other documents necessary to fulfill WISE Chair role  
  username: ***Redacted***  
  password: ***Redacted***

# Continuous Improvement:

This document will be updated annually by the WISE Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.