**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the Safety Professional of the Year (SPY) Committee Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

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.

The role of the SPY Committee Chair is to work with four ad hoc committee members to identify and select one or more individuals, whom they believe is the best candidate to receive the honor of being recognized as the safety professional who has risen above the ranks of their peers from the Chapter membership.

The SPY Committee Chair will be responsible for ordering the SPY statue with the appropriate engraving and planning the presentation of the SPY statue at the annual Symposium.

The SPY Committee will also need to contact the recipient’s supervisor and spouse, as covertly as possible, so that they may be invited without the recipient knowing as a surprise during the presentation of the award.

The SPY Committee is also responsible for identifying potential nominees for the **Chapter Rising Stars in Safety Award** and purchasing plaques for the winners. Purpose:  Recognize outstanding leadership activities that enhance Chapter and Member growth.

Guidelines:

* No more than two members recognized each year at Symposium (can be adjusted)
* Must be a Chapter member (at least one year)
* Demonstrated support of Chapter by serving on the Symposium Planning Committee, or;
* Chapter Executive Committee, or;
* Chapter elected officer or chair position.
* Other personal achievements related to safety and health.

**Procedures:**

The Chapter President, in conjunction with the Executive Committee, will establish this committee each year with membership as follows:

* The SPY Committee will be comprised of five members.
* The Chair of the SPY committee will be the most recent past recipient of the Chapter SPY Award
* The remaining members will be the next four most recent past recipients of the Chapter SPY Award who are available. The current Committee members should be:
* Heath Taylor (2023)- Chair
* Steve Henslee (2022)
* Jonathan Hall (2021)
* Vicky Furnish (2020)
* Isabel Bravo (2019)
* Ron Nunley (2018) - Contingent

The SPY Committee will be formed no later than the December Executive Committee meeting.

The SPY Committee will meet independently of the Executive Committee as needed, to identify a list of potential candidates and then subsequently select the SPY recipient(s).

It is the responsibility of the Chair to report back to the Executive Committee and inform that body when the SPY recipient has been selected. The specific name is to be kept known to as few people as possible, typically only members of the SPY Committee.

The Chair of the SPY Committee will need to order the SPY statue from Society early enough (early February) to have it in time for presentation at the annual Symposium in March.

The SPY Committee Chair will present the award at the annual Symposium during the lunch time ceremonies. Prior to the Symposium event, the Committee will need to covertly arrange for the spouse and supervisor of the recipient to be present during the lunch time presentations.

The Chair of the SPY Committee is expected to recognize the members of the committee by writing a brief letter of appreciation.

**Resources:**

* Chapter Membership Roster
* Society website – Regional SPY Selection Criteria
* Bakersfield Chapter SPY Selection criteria ***should be formulated*** for use by the committee to obtain consistent results.

**Continuous Improvement:**

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