



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bakersfield Chapter Operating Guide

Public Relations Chair

Updated: June 22, 2021

Purpose Scope Objective:

The purpose of this document is to provide guidance on the roles and responsibilities of the position of Public Affairs Chair for current and future Chapter Executive Committee members.

Roles and Responsibilities:

The Public Affairs Chair person is responsible for contacting members of the media to inform them of upcoming Chapter activities that will heighten awareness of the Chapter and the Health, Environmental and Safety Profession.

Three of the top key elements to success of this Executive Committee position include:

- Continually play 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

Typical information to share would be:

- a. Installation of new officers and Chair persons in June
- b. Date, time and location of upcoming Chapter Symposium in March
- c. Monthly Chapter meetings, especially those with special emphasis, such as:
- d. The annual proclamation of NAOSH week in May which is typically presented by the Mayor of Bakersfield and the chapter Safety-on-the-Job Poster Contest

Procedures:

Attend the monthly Executive Committee meeting to become aware of upcoming events and provide input and guidance on public affairs associate with Chapter activities.

Contact appropriate media as available to develop interest in Chapter activities

Resources:

Chapter Executive Committee
Newsletter and Social Media
Chapter and Society Websites

Continuous Improvement:

This document will be reviewed and updated or marked up annually by the Public Affairs Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.