**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Government Affairs 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 primary role is to work with Society and members of the Chapter to provide feedback to the membership and Executive Committee on upcoming regulatory and legislative changes, including:

1. Capture news and information about upcoming legislative votes, meetings, decisions and proposed changes so interested members and guests can follow or participate in the legislative process.
2. Attend periodic ASSP California Government Affairs Committee (CGAC) meetings in person or phone conferences. Occasionally host one of the meetings. Meeting hosts alternate between north and south California
3. Gather information from ASSP Government Affairs Chair (in Illinois) disseminate copy written documents to members only (a secure web page is in the making) a reworded version of the copy written documents can be sent to web and newsletter for full distribution
4. Alternate source information may be sent to members and guests via website and newsletter
5. Provide copy to Bakersfield Chapter Webmaster and Newsletter Chairs
6. Do not “represent” ASSP at government meetings (Cal OSHA, Cal OSHA Standards Board, Cal OSHA Appeals Board, etc.) beyond introductions to state officials that you are a member of the Bakersfield Chapter of ASSP.

**Procedures:**

**Monthly General Meeting:**

1. During stand-up announcements provide a very short version of the bills being followed
2. Announce if any close deadlines are approaching
3. Advise stakeholder input opportunities

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to provide:
	1. updates of the Legislative and Regulatory activities
	2. CGAC meeting notes
	3. any new government information that the Board can use

**General Duties:**

1. Attend periodic meetings with the California Government Affairs Committee (CGAC) as needed
2. Assist members to follow bills of their interest
3. Update reports for website and newsletter use
4. Maintain contact with Society Government Affairs personnel to keep informed about regulatory changes and what can be shared with the membership and guests.

**Resources:**

ASSP Government Affairs Committee Chair – Dave Heidorn [dheidorn@ASSP.org](http://us.mc839.mail.yahoo.com/mc/compose?to=dheidorn@asse.org).

Region 1 – Jim Boretti -- [james@borettiinc.com](http://us.mc839.mail.yahoo.com/mc/compose?to=james@borettiinc.com)

CGAC members (Government Affairs Chairs of participating ASSP California Chapters)

Cal/OSHA Reporter - newsdesk@cal-osha.com

State Net

ASSP Government Affairs

[http://www.ASSP.org/professionalaffairs/govtaffairs/getinvolved.php](http://www.asse.org/professionalaffairs/govtaffairs/getinvolved.php)

[http://www.ASSP.org/professionalaffairs\_new/gaupdate/](http://www.asse.org/professionalaffairs_new/gaupdate/)

[http://www.ASSP.org/about/sites\_state.php](http://www.asse.org/about/sites_state.php)

<http://www.ca.gov/>

<http://www.oes.ca.gov:8001/html>

<http://www.dir.ca.gov/>

**Continuous Improvement:**

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