**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the roles and responsibilities of the position of Council on Practices and Standards (CoPS) 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

Specific duties include:

* Submit status reports to the Society Administrator / Chair as requested
* Actively participate in membership recruitment during conferences and meetings
* Facilitate professional article submission to Society CoPS publication
* Regularly review information posted on the Society website to take advantage of the material available to advisory committee members

**Procedures:**

Report out on updates to the Executive Committee and the membership at the Executive Committee meeting and the general monthly meeting as needed.

**Resources:**

Society website

Society Administration

There are currently 18 Practice Specialties:

Academics Construction Consultants Engineering Environmental

Ergonomics Fire Protection Health Care Industrial Hygiene International

Management Manufacturing Oil, Gas, Mining & Mineral Resources

Public Sector/Military Risk Management/Insurance

Training & Communications Transportation Utilities

There are currently 4 common interest groups:

Blacks in Safety Excellence, Hispanic Safety Professionals, Women in Safety Excellence & Young Professionals in OSH

**Continuous Improvement:**

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