Bakersfield Chapter Operating Guide
Delegate
Updated: February 2019

**Purpose Scope Objective:**
The purpose of this document is to provide guidance on duties of Chapter Delegate.

Three key elements to success of this Executive Committee position (i.e. Delegate) include:
- Continually plays down egos, even when engaged in passionate discussions and decisions
- Contribute voluntary time and resources to make the Chapter successful
- Act as a steward of the Chapter’s finances, committing resources with purpose and judgment

**Roles and Responsibilities:**
The Chapter’s Delegate has the responsibility of representing Chapter interests at the *House of Delegates* meeting, a meeting held during ASSP’s Professional Development Conference (PDC) in June of each year. Representation includes participating, discussing and voting on Society proposals, changes to Society Bylaws, etc., based on guidance from the Chapter’s Executive Committee.

Other duties include:
- Complete web-based training for the Delegate position; as prescribed by Society
- Attend Society’s Leadership Conference in October (funded by the Chapter) to better understand roles and responsibilities of a Chapter officer (if not previously attended)
- Attend the annual ASSP PDC, or if unable select an alternate and provide a proxy for voting
- Attend the monthly Executive Committee meeting to keep informed of Chapter activities
- Attend the monthly general meeting and report-out as needed

**Procedures:**
1. Be prepared and informed regarding Society actions prior to the *House of Delegates* meeting
2. Attend the annual ASSP PDC and participate in the *House of Delegates* meeting
3. Report-back to the Chapter’s Executive Committee regarding the *House of Delegates* meeting
4. Provide the Chapter’s Secretary with a copy of minutes to the *House of Delegates* meeting

**Resources:**
ASSP Society website (e.g., training for the Delegate position): [http://www.assp.org](http://www.assp.org)
Chapter’s Executive Committee members
ASSP Journal: Professional Safety

**Continuous Improvement:**
This document will be updated annually by the Chapter’s Delegates and submitted to the Long Range Planning Chair at the Chapter’s annual Executive Committee transition meeting.