**Purpose Scope Objective:**

The purpose of this document is to provide guidance on duties of: Advisory Group Member (AGM)....

Three key elements to success of this Executive Committee position (i.e., AGM) 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.
	+ The Advisory Group is a standing committee of the ASSP Board of Directors. As a standing committee, the Advisory Group will be responsible for monitoring trends impacting workplace safety and the profession. They will use this information to recommend courses of action to the Board of Directors

**Roles and Responsibilities:**

The Chapter’s AGM has the responsibility of representing Chapter interests at the *Advisory Group* meeting;

Other duties include:

* Complete web-based training for the Advisory Committee 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 as needed for Chapter representation.
* Attend the monthly Executive Committee meeting to keep informed of Chapter activities.
* Attend the monthly general meeting and report-out as needed to communicate with membership and keeping them informed on Advisory Group operations and cascading important information.
* Serve as representatives of ASSP members and communities on the ASSP Advisory Group
* Actively discuss and provide input on issues/topics to the Board of Directors.
* Contribute to the co-creation of quarterly Advisory Group meeting agendas with the Board of Directors.
* Bring forward annual activities under ASSP’s business planning process.
* Stay informed by reading the monthly Board updates and Advisory Group communications.
* Engage and contribute to the quarterly Advisory Group virtual meetings.
* Contribute to a Board report twice a year, in January and June.
* Advisory Group members will participate in onboarding and orientation

**Procedures:**

1. Be prepared and informed regarding Society actions prior to the *Advisory Group* meeting.
2. As needed attend the annual ASSP PDC to represent and/or participate in any Advisory Group meetings.
3. Report-back to the Chapter’s Executive Committee regarding the *Advisory Group* meetings.
4. Provide the Chapter’s Secretary with a copy of minutes to the *Advisory Group* meeting.

**Benefits**

* Opportunity to develop leadership and strategic planning skills, particularly related to organizational governance
* Opportunity to network with other community leaders and safety professionals
* Opportunity to be a voice to and for ASSP membership on Society matters
* Contribute to the growth and development of ASSP and the safety profession
* Earn professional certification maintenance points

**Time Commitment**

* Term of office: Society elected leaders serve as advisory group members for their three-year term.
* Members-at-Large serve a 1-year, renewable term. All terms are July 1 - June 30.
* Average hours per month: up to 3 hours

**Resources:**

ASSP Society website (e.g., training for the Advisory Committee): <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 AGM and submitted to the Long-Range Planning Chair at the Chapter’s annual Executive Committee transition meeting.