**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Continuous Improvement (CI) Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The role of the Continuous Improvement Chair is to enhance Bakersfield Chapter processes that effects the membership experience. Additional responsibilities include:

1. Take the appropriate web based training for the position as prescribed by Society on the ASSP website
2. Identify areas for chapter improvement and/or process check areas identified by the chapter executive committee.

**Procedures:**

**Monthly General Meeting:**

1. Review CI areas and/or actions with chapter members

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to receive and/or present areas for CI identified

**Resources:**

Chapter Website

Executive Committee

**Continuous Improvement:**

This document will be updated annually by the CI Chair(s) and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.