**Purpose Scope Objective:**

The Chapter Construction Chair is an appointed position on the Chapter Executive Committee. The appointee must be a member in good standing of the ASSP Construction Practice Specialty to represent the Bakersfield Chapter. The Construction Chair has the overall responsibility of ensuring that the Bakersfield Chapter Construction objectives are met.

* Fostering an environment that allows members to share ideas
* Promoting EHS in our community through group activities and initiatives
* Networking to strengthen professional relationships
* Advancing the professional development of our members
* Mentoring members in Construction EHS and other safety related professions

**Chapter Construction Chair Duties**

Chapter-specific duties include:

* Reach out to new Chapter and new Construction members with a personalized email
* Oversee Chapter Construction *Business & Planning and Professional Development &* *Networking Meetings*
* Issue timely and effective notices of all Chapter Construction activities and initiatives to:
* Chapter Social Media Chair and Newsletter Editor
* Chapter Membership Chair for email distribution to membership
* Solicit activity/initiative ideas from Construction members during meetings or via an emailed survey for the following calendar year
* Attend general membership and executive committee meetings
* Communicate with the Executive Committee about Chapter Construction activities and initiatives
* Prepare a Chapter Construction operating budget and maintain an expense report

**Education and Experience**

* Currently working or previously worked for a construction company
* Minimum of a High School Diploma/GED

**Preferred Education/Qualifications**

* 3+ years of experience managing safety for a construction company or construction project
* AA or higher degree in Safety
* BCSP certification

**Procedures**

## Chapter Construction *Business & Planning* Meetings:

### Send meeting reminders two weeks in advance

### Review meeting agenda

### Circulate meeting roster

### Report on status of upcoming event/initiative by Activity/Initiative Lead (Construction Chair or delegate)

## Chapter Construction *Professional Development & Networking* Meetings:

### Send speaker reminder 3 weeks in advance.

### Send meeting reminders two weeks in advance (require RSVP)

### Purchase food/drinks/supplies for meeting (or delegate)

### Circulate meeting roster

### Review meeting agenda

### Provide opening statement introducing speaker, closing statement and moderate Q&A session.

## Executive Committee Meetings:

### Prepare report on events/initiatives, which includes past news and upcoming details

### During “New Business” make any motions (preferably 3 months in advance) for activities/initiatives that require Executive Committee approval (e.g. collecting donations at general meeting, Chapter sponsored event)

## General Meetings:

### Send program committee any Construction info to include in meeting slide deck at least 3 days in advance

### Make Construction announcements regarding upcoming activities during committee reports

**Resources:**

* Construction Banner – can be created by Creative Concepts
* Hydration Banner – can be created by Creative Concepts

Google – email (TBD) and other documents necessary to fulfill Construction Chair role can be created

**Continuous Improvement:**

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