# Purpose Scope Objective:

The Chapter HSP Chair is an appointed position on the Chapter Executive Committee. The appointee must be a member in good standing of the ASSE Hispanic Safety Professional (HSP) Common Interest Group and apply to Society’s Chapter HSP Advisory committee to represent the Bakersfield Chapter. The Chapter HSP Chair has the overall responsibility of ensuring that the Bakersfield Chapter HSP 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 EHS and other safety related professions

# Roles and Responsibilities:

Society-level annual requirements include:

* Hold an annual informational meeting for Chapter members
* Attend a minimum of 3 Society Chapter HSP Representative teleconferences (held every month-contact Society HSP Chapter liaison chair)
* Provide at least one networking opportunity

Chapter-specific duties include:

* Reach out to new Chapter HSP members with a personalized email
* Oversee Chapter HSP *Business & Planning* and *Professional Development & Networking* Meetings
* Issue timely and effective notices of all Chapter HSP activities and initiatives to:
	+ Chapter Social Media Chair and Newsletter Editor
	+ Chapter Membership Chair for email distribution to membership
	+ Society HSP blog, Facebook, Linked-in, etc.
* Solicit activity/initiative ideas from HSP members during meetings or via an emailed survey for the following calendar year
* Solicit professional development topic/speaker ideas from Chapter HSP members during meetings or via an emailed survey for the following calendar year
* Attend Chapter’s general membership and executive committee meetings
* Communicate with the Executive Committee about Chapter HSP activities and initiatives
* Maintain Chapter HSP marketing materials
* Share information from Society Chapter HSPwith membership, as necessary
* Prepare a Chapter HSP operating budget and maintain an expense report

# Procedures:

## Chapter HSP 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 (HSP Chair or delegate)

## Chapter HSP *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.

## Chapter HSP Professional Development & Networking Webinars

### Confirm speaker and topic title 3 months in advance. Notify Society HSP Chapter Liaison as soon as speaker is confirmed.

### Make every attempt to provide English and Spanish webinar sessions. Speakers must be bilingual and bicultural to align to HSP’s mission.

### Calendar webinar segment through our GoToWebinar page (see Society HSP’s SOP for Webinar preparation and coordination).

### Coordinate preparation of presentation which should include opening and closing statements related to HSPs values, mission and vision (see Society HSP’s SOP for Webinar preparation and coordination).

### Prepare meeting announcement 2 months in advance and communicate with Society HSP Liaison, Chapter Media, Website and Newsletter Chairs.

### Send registration link with announcement 1 month in advance

### 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 HSP info to include in meeting slide deck at least 3 days in advance

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

# Resources:

* HSP Banner – can be created by Creative Concepts
* Hydration Banner – can be created by Creative Concepts
* Google – email (bakersfieldhsp@gmail.com) and other documents necessary to fulfill HSP Chair role can be created

# Continuous Improvement:

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