



AMERICAN SOCIETY OF  
SAFETY PROFESSIONALS

## Chapter Advisory Group Member Position Description

**Purpose:** 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.

### Key Responsibilities

- Serve as representatives of their local ASSP chapter 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.
- Communicate with chapter membership keeping them informed on Advisory Group operations and cascading important information .
- Stay informed by reading the monthly Board updates and Advisory Group communications.
- Engage and contribute in the quarterly Advisory Group virtual meetings.
- Attend chapter general membership and Executive Committee meetings
- Contribute to a Board report twice a year, in January and June.

### Support

- Advisory Group members will participate in onboarding and orientation
- Additional support is (or will be) available from chapter president and ASSP Chapter Services

### Benefits

- Opportunity to develop leadership and strategic planning skills, particularly related to organizational governance
- Opportunity to network with other chapter leaders and safety professionals
- Opportunity to be a voice to and for chapter 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: Minimum 1 year, July 1 - June 30, as defined in local Chapter bylaws
- Average hours per month: up to 3 hours

### Qualifications

- Chapter Member in good standing

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