**Chapter Annual Planning Report**

Chapter Name: New Mexico Chapter

Chapter Year: \_\_\_\_\_\_2019-2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter goals for this chapter year: (include 1-3 goals – select/edit/include your chapters goals - ideas included in the [Chapter Operations Planning Guide](https://www.assp.org/docs/default-source/community-leader-resources/chapter-documents/annual_chapter_planning_guide_(gg)_(aas).pdf?sfvrsn=0)

1. Conduct PDC or other Training Options

a. 2020 PDC- research holding at Sandia Casino

b. Draft schedule by October

c. Speak with Sandia Casino about signing a multi-year contract since we received good feedback from PDC

attendees

d. Sponsor a 10-Hour OSHA, HAZWOPER refresher, NFPA-70E, or other training as an adjunct to PDC or stand-

alone event

2. More Member Involvement

a. Outreach to current members

b. Outreach to sister ES&H organizations for integration- attend meetings, joint projects

c. Contact local companies who may not have budget for a full-time safety professional and offer coach/mentor

pro-bono

d. Discuss different forms of communication to include texts and social media

e. Reach out to Sections and offer them training or Tech meetings just for them (Skype, Zoom)

f. Reintroduce the Newsletter and publish quarterly

g. Discuss ways to recognize members such as service awards or highlighting members in newsletter

h. Consider setting up a booth at the Science Fair to encourage curiosity

i. Video-conference one Technical meeting as another option for members

3. Formalized Succession Planning

a. Discussed the possibility of changing the Secretary/Treasurer positions to 2-year-terms

b. Discuss keeping a binder of tips, tricks, and strategies of each executive position, particularly President

President-elect, and Vice-President

c. Consider Including succession planning in chapter by-laws to be updated this year and discuss succession

planning throughout the year

Speakers

1. David Charlesworth

2. David Engle

3. Delegates discussed strategy with VP (Bill White) to book at least 3 months in advance and brain-stormed several

names. The President volunteered to speak at an upcoming technical meeting.

**What activities will your Chapter offer/participate in for this** **year:  (review items included for COMT points)**

**Charter Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Complete annual reports and other charter maintenance requirements in [SOG 8.10](https://www.assp.org/about/society-bylaws-and-guidelines/society-operating-guidelines/sog-section-810). Key dates located in [Community Leader Resources](https://www.assp.org/community-leader-resources/chapters). | Annual Planning Report  Leadership Report  Financial Report  Financial Checklist | August 15 (August 1 for bonus points)  May 31 (May 15 for bonus points)  May 31 (May 15 for bonus points)  May 31 |  |  | Required – 25 bonus points available  Required – 25 bonus points available  Required – 25 bonus points available  Required |
| Offer a minimum of 4 accessible, face-to-face meetings that have clear educational objectives, are evaluated, and facilitate members achieving at least 2 of the following:   * Take advantage of career / personal opportunities * Develop leadership skills * Attain certifications & CEUs * Expand local network of safety professionals * Expand technical knowledge |  |  |  |  | Required |

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| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Engage members  (ex: List things your chapter will do this year to engage new members & how often Ideas include: Invite new members; Personal invite to meeting; welcome at meeting & in newsletter.) |  |  |  |  |  |
| Recognize members for their service to Chapter/PS/CIG/ASSP – (ex: Publish in newsletter/website; meeting; ASSP long service certificates available in October.) |  |  |  |  |  |
| Recruit members (ex: Plan out activities that will help you achieve this goal - participate in Member-Get-A-Member Campaign/Region Challenge; contact local business; exhibit at local events.) |  |  |  |  |  |
| Communicate timely and relevant communications to members (ex: Newsletters; social media; local information; employment opportunities). |  |  |  |  |  |
| Maintain chapter website  (ex: appoint Chapter Webmaster; keep content fresh; members input; ASSP Chapter Web team; offer job link & post local positions or direct to ASSP job listings) | Review/Update website | Quarterly |  |  | Required |
| Strengthen relationship with Section/Student Section - if relevant  (ex: Appoint chapter liaison for sections/student sections and discuss ideas. Invite section leaders/students to chapter meetings/events) |  |  |  |  |  |

**Chapter Member Engagement & Communications**

**Community Outreach**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Promote/communicate safety  (ex: partner with local organizations; conduct a Safe + Sound event; participate in career events; support ASSP Foundation scholarships) |  |  |  |  |  |

**Leadership & Leadership Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Ensure leaders participate in leadership training (ex. attend Leadership Conference; take online trainings from ASSP; take additional trainings) |  |  |  |  |  |
| Provide transition activities for incoming leaders (ex. transition meetings; induction ceremony; best practices sharing) |  |  |  |  |  |
| Leverage succession planning practices (ex. planned discussions at meetings; small-scale volunteer opportunities; training for potential officers) |  |  |  |  |  |