



## **WESTERN PENNSYLVANIA CHAPTER AMERICAN SOCIETY OF SAFETY ENGINEERS LONG RANGE PLAN FOR 2008-09 TO 2011-12 CHAPTER YEARS**

### **A) MISSION:**

The purpose of the Western Pennsylvania Chapter of the American Society of Safety Engineers is to promote the advancement of the safety profession and safety professionals in the geographical area served. This will be accomplished by fostering technical, scientific, managerial, and ethical knowledge, skills, and competency of safety, health, and environmental professionals for the protection of people, property, and the environment. The Chapter's mission each year is to fulfill this purpose by electing officers who will be committed to achieving the goals and objectives outlined in the Long Range Plan ( LRP ).

### **B) RESPONSIBILITY:**

By March 1<sup>st</sup> of each year, The Long Range Planning chairperson will submit the proposed objectives for the following fiscal year to the Executive Committee for approval.

By May 15<sup>th</sup> of each year, the Vice-President will submit the specific strategies for completing the goals and objectives in the LRP to the Executive Committee for approval. This includes assigning responsibility for the specific actions that must be taken to achieve a goal or objective and a timetable for completion. For each objective, the Vice-President will assign both an income and cost estimate that can be expected for the following year's budget.

By June 30<sup>th</sup> of each year, the President will ensure that the Executive Committee has approved the LRP for the following fiscal year.

### **C.) GOALS:**

1. Enhance and promote the ASSE image as the leader in the profession by providing quality technical programs and participating in outreach activities and collaborative projects with other environmental, health and safety-related professional societies.
2. Establish and maintain an effective and efficient organization for the achievement of the Society's mission.

3. Gather, encourage and participate in development of the body of knowledge relevant to the profession.
4. Develop and maintain mechanisms to recruit, retain and nurture the membership.
5. Utilize current technology to reach membership with chapter information.
6. Comply with Society Bylaws, as well as all policies and procedures set forth within the Society Operating Guide
7. Cooperate with the Society on pertinent Society issues and programs
8. Obtain the Chapter Stars Recognition Award, annually.
9. Submit all Society reports in a timely manner
10. Send at least one individual to the annual leadership conference
11. Make an annual donation to the ASSE Foundation
12. Review chapter bylaws annually.
13. Attend all Regional and Area Operating Committee meetings and submit all regional reports in a timely manner.

### **Objective #1**

Provide professional development opportunities to Chapter members for obtaining knowledge required for performing the functions of a safety professional.

#### Strategies

1. Schedule at least seven (7) membership meetings with a speaker making a presentation on a contemporary subject related to current or emerging safety issues.
2. Present and award CEU's for at least one (1) all-day seminar devoted to current technical topics.
3. Increase meeting attendance by 5%

## **Objective #2**

Keep members abreast of local, state, and national legislation affecting the safety profession and productively become involved with safety-related legislative issues on the local level.

Strategies

1. Monitor legislative activity and provide members with updates, encouraging them to provide their professional input, as appropriate.
2. At the executive committee level, evaluate proposed legislation and, when deemed appropriate, provide Chapter input to the legislative process.

## **Objective #3**

Maintain Chapter communications with members to keep membership informed of Chapter activities and to provide members feedback opportunities.

Strategies

1. Publish a minimum of six newsletters during the chapter year.
2. Publish and e-mail meeting notices to members at least two weeks in advance.
3. Issue a Chapter Update by e-mail between newsletters, when necessary.
4. Every 2 years survey membership for feedback and suggestions for improvement of Chapter activities.
5. Continue to improve the Chapter Web site by adding information of importance to our members.
6. Continue to provide substantive timely information of interest to members via e-mail announcements and electronic communications while continuing to encourage all members to add their names to the e-mail distribution lists.

## **Objective #4**

Promote professional recognition of Chapter members.

Strategies

1. Recognize members' professional achievements at Chapter events and in the newsletter.

## **Objective #5**

Maintain the Chapter's financial strength.

Strategies

1. Annually review the financial management investment strategy to optimize investment of Chapter funds.
2. Develop and approve a responsible budget for each fiscal year before any Chapter funds are spent. If funds are needed after one fiscal year closes and before the next fiscal budget is approved, they must be approved by a quorum of the Executive Committee.
3. Individual chairs and officers must submit their proposed fiscal budgets to the treasurer at least one week before the first executive Committee meeting for the new fiscal year. The overall Budget should not be approved until it is within 5% of being balanced.

4. Benchmark financial management strategies with other high performing chapters of comparable size..
5. The Executive Committee will review actual expenditures versus budget at each Executive Committee meeting. Outgoing Treasurer should provide a year-end summary identifying each officers and chairs approved spending budget and their actual spending (or projected spending) by August 1<sup>st</sup>. These numbers can then be used as a guideline for preparing the new fiscal budget.
6. Establish and maintain a minimum and maximum amount of Chapter assets in an investment fund.
7. Allocate 'excess' Chapter funds for Chapter related activities.

### **Objective #6**

Promote the visibility and growth of the IUP and SRU student sections.

Strategies

1. Chapter officer should attend first student section meeting to promote ASSE and Chapter activities.
2. Seek opportunities to involve student section members in Chapter activities and subsidize their participation.
3. Encourage student attendance & participation in Student Leadership Development Conference each chapter year.
4. Improve communication to student section members.
5. Encourage Student Executive Board member attendance at Chapter Executive Board meetings.

### **Objective #7**

Promote Chapter services and membership benefits to the safety community.

Strategies

1. Publicize Chapter activities to the safety community at large.
2. Send personalized letters of invitation to attend Chapter events and/or join ASSE to nonmembers who provide safety services in their workplaces.

### **Objective #8**

Promote the ASSE Foundation.

Strategies

1. Schedule a specific event or activity to benefit the ASSE Foundation.
2. Include information about the ASSE Foundation in at least 2 newsletters throughout the year.
3. Contribute monetarily to the Foundation annually either through the Region or independently
4. Promote individual members donations into the Foundation for the benefit of encouraging the advancement of the safety profession.