ASSE Global Region
2016-17 Introductory and Planning Conference call
On 21st July 2016 at 10.00 hrs CST

Welcome to the 2016 2017 Chapter Year. We are excited to welcome our new officers and welcome back some of the most dedicated & passionate safety professionals we know.
Introduction

• Opening Remarks

• Call Instructions
  • Mute / Unmute
  • Raise your hand for Q&A
  • Recording of webinar

• Brief on the Agenda
1. Welcome remarks by Global RVP
2. Introduction of Executive Committee members by Chapter Presidents (as per alphabetical order of Chapters: Andhra Pradesh Chapter, Egypt Chapter, Ecuador Section, India Chapter, Kuwait Chapter, Maharashtra Chapter, Mexico Section, Middle East Chapter, Nigeria Chapter, Pakistan chapter, Philippines chapter, Telangana Chapter and UAE Chapter)
3. Message by ASSE Ambassadors
4. Global Region Updates, ASSE SOG minimum requirements for the Chapters, Resources available, inputs required from Global Chapters etc by Global Region Vice President
5. Update on Global Region Website, e-bulletin, inputs required etc by Maddhu NC, Global Region Chair-WS&CN
6. Update on Train the Trainer Program for Global Chapters
7. Update by Chapter Presidents or his delegates on their Chapter activities / suggestions / concerns etc
7. Open Discussion
Welcome to the 2016 2017 Chapter Year. We are excited to welcome our new officers and welcome back some of the most dedicated & passionate safety professionals we know.
Council of Regional Affairs (CoRA)  
Vice President - CoRA  

United States Chapters – 8 Regions  

http://www.asse.org/membership/global/
Introduction of Executive Committee members by GR Chapter Presidents

2. India chapter – Chennai
1. Andhra Pradesh - Vishakhapatnam
5. Maharashtra - Pune
10. Telangana - Hyderabad

3. Kuwait

4. Nigeria

6. Egypt

7. Middle East

8. Pakistan

9. Philippines

11. UAE

Sections:
- Ecuador
- Mexico
- 6. Egypt
- 7. Middle East
- 8. Pakistan
- 9. Philippines
- 11. UAE
Message by ASSE Ambassadors

Jitu Patel, CPEA,

Rixio Medina, CSP, ASP, STS, CPP

Nick D. Yin
• Global Region Updates,
• ASSE SOG minimum requirements for the Chapters,
• Resources available, inputs required frm Global Chapters etc by Global Region Vice P President
Atlanta Safety 2016 Updates

- Global Region Caucus Meeting held on 26\textsuperscript{th} June 16 with the participation of Kuwait, Nigeria, Egypt, Pakistan chapters

- Updates provided by ASSE President, CoRA Vice President, ASSE Ambassadors, ASSE Executive Director, Sr. Manager-Global Growth

- Special chapter meetings were held by Global RVP and ASSE Ambassador with Pakistan and Nigeria Chapters

- Meeting held with Kuwait Chapter on the forthcoming Global Train The Trainer program
• Meeting held with ASSE Marketing Team on Global marketing materials / application forms etc

• Meeting held with BCSP on application waiver programs etc

• Kuwait Chapter programs were displayed at Global Lounge

• Including ASSE India PDC Movie provided by ASSE-Telangana Chapter
Global Region 1st SPY Award was given to Mr Bala of Kuwait Chapter
Atlanta Safety 2016 Updates

- Kuwait Chapter and Nigeria Chapters were awarded with Gold Awards
Atlanta Safety 2016 Updates

• Nigerian Night was held with grand celebrations and recognitions of ASSE Volunteers and Staff
Global Region Organization Structure

By Ashok & Kim McDowell, Director- Member & Region Affairs
Global Region Organization Proposal

Global Region
- 11 Chapters & 2 Sections

Area 1
- 4 Chapters
  a. Middle East Chapter
  b. Kuwait Chapter
  c. UAE Chapter
  d. Pakistan Chapter

Area 2
- 2 Chapters & 2 Sections
  a. Nigeria Chapter
  b. Egypt Chapter
  c. Mexico Section
  d. Equador Section

Area 3
- 5 Chapters
  a. India Chapter
  b. Andhra Pradesh Chapter
  c. Telangana Chapter
  d. Maharashtra Chapter
  e. Philippines Section
Global Region Proposal

Regional Operating committee is made up of RVP, Area VPs, and Chapter Presidents

ASSE Ambassadors & IPS Country Liaisons

Collaboration

Global Region Vice President (Elected)

Deputy RVP (Elected by the Regional Operating Committee)

Chair for Communications, Media & Website

Area 1 Vice President (Appointed by Nomination)

Area 2 Vice President (Appointed by Nomination)

Area 3 Vice President (Appointed by Nomination)

Chapter Presidents in the Area

Chapter Presidents in the Area

Chapter Presidents in the Area
Area Vice President

Role:
• Proposing to test out Areas before formalizing the structure
• Leveraging Assistant Vice Presidents to support the test Areas and to create succession planning opportunities
  ▪ Will be calling the Area Vice Presidents (ARVP), Assistant has a negative connotation in some of the Global Cultures.
• Leveraging Global Ambassadors and International Practice Specialty

Selection Process of ARVP
• Professional members of the Society
• Prior leadership experience in Chapter, Practice Specialty, or CIG
• Appointed by RVP, appointment approved by ROC
Next Steps

• Develop Global Region Operating Procedures
• Tested model to be evaluated and formalized in place for the 2018 Society Election Nominations Process. (June 2017)
Resources available, inputs required from Global Chapters etc by Global Region Vice President
Chapters and their volunteer leaders are responsible to meet the Society and legal requirements to maintain their charter.

Article II – Maintenance of Chapter Charter Requirements

The following minimal requirements must be complied with in order to maintain the chapter's charter.

- Maintain Chapter Incorporation and Affiliate Agreements with Society headquarters.
- Nominate and elect chapter officers and delegate(s) according to Chapter Bylaws. Submit a completed Officer & Delegate Report Form to ASSE Headquarters by May 31. The President and President-Elect must be a Professional Member or Member of ASSE for at least one year prior to election.
- Establish and maintain current Bylaws conforming in principle to the current ASSE Model Chapter Bylaws and approved by the Regional Vice President (RVP) for the chapter and each section of the chapter.
- All chapter members must be members of the ASSE.
- A chapter must maintain the minimum number of chapter members required by Society Bylaws
- The chapter will have a website that has been updated within the last 90 days with current chapter content.
- The chapter will send a representative to the ROC/AOC (electronically or in person) at least once per year.
- Submit a completed Annual Chapter Operations Plan (ACOP) to your RVP and Society Headquarters by August 15.
- Submit a completed Chapter annual report to your RVP and headquarters by August 15. See the ASSE Officer Central website at http://www.asse.org/officer-central/ for current criteria and report form.
- Submit a copy of the Chapter’s tax return, proof of filing, or proof of extension to ASSE HQ by August 15.(appropriate IRS form)
- Submit a completed Chapter Financial Report to ASSE HQ by May 31(U.S. Chapters only). See the ASSE Officer Central website at http://www.asse.org/officer-central/ for a blank copy. Global Chapters are subject to local tax laws and requirements.
- Sponsor at least four (4) technical meetings between July 1 and June 30. (The definition of “technical” in this context is that the process or procedure directly relates to SH&E practice.)
- Cooperate with the ASSE headquarters on Society issues and educational programs.
To Our Chapter Officers, RVPs, and Area Directors:
Here is your Chapter Services Update for the month of July.

Online Officer Training – Learn how to participate in online training courses for Chapter Officers.

Officer Central – Learn about this online resource center designed just for Chapter leaders.

Developing Your Chapter’s Annual Plan – Due August 15th – Learn about the resources available to you as you plan your Chapter year and details on how to submit your Annual Plan by August 15th.

2016 – 2017 Chapter Operations Management Tool – Learn about what the Chapter Operations Management Tool (COMT) is and when you expect to receive your Chapter’s customized link.

Pulling your Chapter’s Roster – Learn how to use the most leveraged tool on Officer’s Central.

Help & Support – Learn about the people in place to help you and how to contact them.

Welcome to the 2016 2017 Chapter Year. We are excited to welcome our new officers and welcome back some of the most dedicated & passionate safety professionals we know.

Each month you will receive this Chapter Services Newsletter to keep you up to date on Chapter Officer News and ASSE news to share with your Chapter members. This month’s newsletter is focused on resources & training that will help you throughout this year.
Leadership On-demand Training

https://vimeo.com/175273967
Officer Training
President

ADVANCED Duties and Responsibilities
Learning Objectives

- Understand other duties of President
  - Actively participate in AOC or ROC meetings
  - Appoint nominations and election committee
- Set the tone / lead and motivate the members and officers
- Impact the engaged member experience
Represent the Chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC)...

- Chapter President = Chapter’s voting representative at AOC or ROC
- Represent the interests of the Chapter
- Ensure representation - send proxy if needed
Appoint Nominations and Elections Committee

- Chair: Past President
- Reports to: Executive Committee
- Select by 1st Executive Committee meeting of calendar year
- Members: 3 - 5
- Review your bylaws and Officer Central for guidance
- Approves the slate of officer candidates

- Officers succeeding to other positions may serve
- Newly nominated candidates or non-succeeding officers may
Orderly Transition to the Next President

Administrative turnover must be accomplished annually by July 1st.

Improve upon the preparation of the incoming officers, based on your experience. Provide the new President with:

- Best practices
- Information
- Lessons learned
Orderly Transition to the Next President

President Turnover Checklist

- Most recent, approved version of Chapter Bylaws
- COMT Reports
- Chapter Strategic Plan
- Copies of the past five Chapter Annual Reports
- Copies of routine Chapter President correspondence
- Map of Chapter boundaries
- Other pertinent correspondence
Provide Leadership and Motivation for the Chapter

Valuable Leadership Qualities

- Navigation
- Trust
- Respect
- Magnetism
Provide Leadership and Motivation for the Chapter

Valuable Leadership Qualities

- Buy-In
- Momentum
- Prioritization
- Growth & Legacy
Delegation

- Gets members involved
- Reduces tasks for any one person
- Develops new chapter leaders
- Helps your role be more manageable
Delegation

- Can’t Delegate
  - Overall chapter representation
  - Overall responsibility for chapter reports

- Can Delegate
  - Reaching out to members
  - Newsletters
  - Other communications
  - Program planning
Distribute Information to Membership

- Keep your members informed!
  - Government Affairs
  - Region Events/News
  - Career/Technical opportunities
- Chapter mailings, emails, and meetings
  - Run your Chapter Roster regularly
- Chapter website
- Social Media
Engaged Member Experience

Know what is expected
Support is provided
Regular follow-up
Autonomy
Engaged Member Experience

Volunteer Recognition

- Committee Members
- Officers
- Members

[Image showing people celebrating with a trophy]
Recognize Others for Their Voluntary Participation

1. Public presentation of physical award (at Chapter meeting)
   - Plaques: ASSEAwardStore.com
   - Free certificates available on Officer Central
   - Insignia items in the ASSE store
Recognize Others for Their Voluntary Participation

2. Newsletter/website articles
3. Hand-written thank-you note
4. Gift certificate or ASSE logo-wear (ASSEAwardStore.com)
5. Learn from your predecessors
Summary

- Understand other duties of President
  - Actively participate in AOC or ROC meetings
  - Appoint nominations and election committee

- Set the tone / lead and motivate the members and officers

- Impact the engaged member experience
“But what if I have questions?”

**Online Resources**
- Officer Central
- LinkedIn - Chapter Services Update - Webinars
- Online training
- Power Half-Hour videos

**Volunteer Resources**
- RVP
- Area Director
- Other Chapter Officers
- Leadership Conference

**Staff contacts**
- Manager of Chapter & Student Services
- Chapter & Student Services Coordinator
- Director of Member & Region Affairs
- [chapterservices@asse.org](mailto:chapterservices@asse.org)
2016-2017 Chapter Recognition Program

Chapters receive points based on the information submitted through the COMT tool. Chapter's activities and programs throughout the year earn them various levels of recognition. The 2016-2017 recognition model is as follows:

- Bronze Level: 1,000-1,779
- Silver Level: 1,780-2,779
- Gold Level: 2,880-4,479
- Platinum Level: 4,480 - 5,505
Update on Global Region e-Bulletin

Maddhu NC,
Global Region Chair for M,C&WS
Global Region Communications-
Make use of them

- Global Region Website
- Global Region Whatsapp Group
- Global Region Facebook Account
- Global Region e-Bulletin
- Events calender on the website

http://global.asse.org/
Provide following information to Global Region RVP / Chair by 1\textsuperscript{st} week of every month.

1. Highlights from your chapter during the past month? (maximum 5 bullet points)

2. what (if any) road blocks are you facing or concerns that you have regarding the success of your chapter?

3. Do you need any assistance / support from Global Region /CoRA

Link will be sent to all chapters by end of this month
Reporting Requirements

- Monthly Flash Reports by 1st week of every month
- 2016-2017 Chapter Planning Report
  - Due: August 15, 2016
- COMT
  - Due: June 30, 2017
  - Review COMT with group
- Financial Report
- Financial Checklist
- Chapter dues notification
- Chapter Officer and Delegate reports
- IRS Tax Filing
Update on Train the Trainer Program for Global Chapters
TTT program

• Two programs are being launched on pilot basis at Kuwait and Dubai

• AP Applications have been sent to all Global Chapters by Yassie & Teri

• Last Date is July 30th for submission
Update by Chapter Presidents or his delegates on their Chapter activities / suggestions / concerns etc
Q&A, Open Discussion