



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Delegate

**Purpose:** The chapter delegate to the House of Delegates serves as the liaison between the chapter's members and ASSP. The delegate represents chapter members' interests to the House of Delegates, keeps chapter members informed on House of Delegates actions and proposed actions, and acts on House of Delegates ballots on behalf of the chapter's membership.

### Key Responsibilities:

- Represent the chapter membership to the ASSP House of Delegates by voting on Society-level issues and providing feedback from the chapter to ASSP on issues related to the profession throughout the chapter year
- Communicate with chapter membership to determine overall chapter viewpoint on Society-level issues
- Attend the annual House of Delegates meeting in June or appoint a proxy if unable to attend
- Attend chapter general membership and Executive Committee meetings

### Support:

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter delegate to the House of Delegates
- Additional support 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 at annual House of Delegates meeting
- Opportunity to be a voice to and for chapter on Society matters
- Earn professional certification maintenance points

**Time Commitment:**

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: Up to 4 hours, plus travel to and attendance at annual House of Delegates meeting

**Qualifications:**

- Must be professional member, member or international member of ASSP in good standing for at least one year prior to election, or receive approval from the regional vice president
- Must not be concurrently serving as an ASSP board member, a regional vice president, practice specialty administrator or common interest group administrator
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

- Complete one module of officer training in [TBD]:
  1. Basic training: Chapter operations
- Ensure orderly transition and transfer of duties and records to incoming chapter delegate to the House of Delegates
- [list any additional chapter-specific duties]