# Chapter Annual Planning Report

Chapter Name: Greater Tidewater

Chapter Year: \_\_2023-2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chapter goals for this chapter year

Select 1 – 3 goals your chapter will focus on this year.

* Increase financial income through sponsorships
  + Host a spring golf outing
* Work with students to increase knowledge of ASSP and opportunities in this profession
* Recognize members
* Contact members who are not attending meetings for input
* More member involvement
* Be consistent in social media communications

1. Develop sponsorship draft model and work to bring in financial income from sponsorships for the chapter- Alexandria LePock, Steve LePock
2. Increase engagement with social media communications, emails and newsletter – Stephanie Neary, Steve LePock, Kristina Knapik
3. Continue to develop connections with local student base at ODU through on site events and an annual student networking social- Cheryl Riordan and Meghan McCall

## **What activities will your Chapter offer/participate in for this year?**

**Reporting Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Complete annual reports and other charter maintenance requirements in [SOG 8.5](https://www.assp.org/about/society-bylaws-and-guidelines/society-operating-guidelines/sog-section-8-5). Key dates located in [Community Leader Resources](https://www.assp.org/community-leader-resources/chapters). | Annual Planning Report  Leadership Report  Financial Report | August 15  May 31  May 31 | Alexandria LePock  Alexandria LePock  Susan Roenker | Complete  -  - | 400  400  400 |

**Operational Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Nominations & elections committee and plans (required) | Report Nominations & Elections Committee | December 1 | Jenn Miles |  |  |
| Maintain chapter website (required)  (ex: monthly content; appoint volunteer leader to manage; archive older files)  Take other actions to communicate timely and relevant information to members (appoint a volunteer to lead; curate mixed content; leverage social media) | Review/Update website monthly | Minimum of Quarterly (performed monthly) | Alexandria LePock  Stephanie Neary | Q1  Q2  Q3 Complete | 400 (each quarter) |
| Attend regional meetings (required) | Fall and Spring ROCs | NA | Alexandria LePock  Stephanie Neary | In Progress |  |

**Member Value Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Ensure leadership team’s ability to serve members (ex. Meet at least 6 times per year; Leadership Conference; transition activities; trainings; gather best practices - required) | Leadership team meetings- Shift to some in person EC meetings and the rest a conference call hybrid | At least 6 per year | Alexandria LePock | In Progress | 400 |
| Cooperate with Society in advancing areas of focus (support ASSP Foundation or student scholarship; collaborate with other ASSP communities) | Continue to support Student Scholarships for ODU and student PDC sponsors | Annual | Cheryl Riordan  Meghan McCall  Alexandria LePock | In Progress |  |
| Offer a minimum of 4 accessible meetings, with at least 2 face-to-face, that have clear educational objectives, are evaluated, and facilitate members achieving at least 2 of the following (required):   * Take advantage of career / personal opportunities * Develop leadership skills * Attain certifications & CEUs * Expand local network of safety professionals * Expand technical knowledge * Hosts variety of meetings |  | On going | Stephanie Neary  Alexandria LePock | In Progress |  |
| Take actions that support our meetings (distribute notifications; programming to serve member geographic, interest or industry segments) | Send meeting reminders and use electronic communications that link back to our website event page | On going | Steve LePock  Kristina Knapik  Stephanie Neary | In Progress |  |

**Additional Member Value Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Assist members with career/development opportunities. (ASSP job board; list employment opportunities in area; social media; recognition opportunities) | Continue to post job board, social media and recognitions including Chapter Spy | On going | Alexandria LePock  Stephanie Neary | On going |  |
| Develop Leadership skills (provide leadership roles; succession planning; online training in Community Leader Resources; ASSP Community) | Work with future officers for smooth transition, Attend Leadership Conference, Provide tools for succession planning, collaborate with nearest ASSP Chapter | On going | Alexandria LePock | On going |  |
| Help with member certification maintenance (offer CEU’s; provide study groups) | Working on CEU meetings for 2023; Planning a members survey regarding certification goals and needs | On going | Stephanie Neary | In Progress |  |
| Help expand local network (participate in Member-Get-A-Member Campaign; exhibit at local events) | Host socials to recruit new members; invite, welcome and thank new members with personalized notes/emails | On going | Meghan McCall  Stephanie Neary  Susan Roenker  Steve LePock  Alexandria LePock | Ongoing |  |
| Help expand technical knowledge (use technology for all members to participate in meetings) | Leverage technology to provide face to face and hybrid meetings; encourage chapter members to present and speak | On going | Stephanie Neary  Alexandria LePock | On going |  |
| Provide Additional Value (surveys; meeting evaluations; welcome members; be informative of meetings and events) | Continue to do the meeting emails and feedback surveys | On going | Steve LePock  Stephanie Neary  Kristina Knapik | On going |  |