

Chapter Annual Planning Report

Chapter Name: Greater Tidewater Chapter

Chapter Year: \_\_2024-2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter goals for th

is

chapter year

Select 1

–

3

goals your chapter will focus on this year.

o

Working with Student members

o

Conduct a PDC or other training options

o

Recognize members

o

Contact members who are not attending meetings for input

o

Update website

-

communicate with members

o

More member

involvement

1.

Continue to increase financial income for chapter through creation of new events and relationship building with new sponsors.-Stephanie Neary, Meghan McCall, Austin Temple

2. Continue partnerships with Old Dominion University and Tidewater Community College through in person social events and technical meetings. Outreach to other local schools in the chapter’s geographical location to expand knowledge of the safety professionals and present potential future career opportunities -Cheryl Riordan, Meghan McCall

3.

Reach out to members via surveys to solicit new ideas for membership engagement to increase overall meeting attendance-Stephanie Neary, Phil Campbell, Austin Temple

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 | Stephanie Neary  Stephanie Neary  Ivan Shelton | In progress  -  - | 400    400    400 |

**Operational Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action Item | Due Date | Owner | Status | COMT POINTS |
| Nominations & elections committee and plans (required) | Follow Chapter Bylaws for all N/E guidelines | December 1 | Alexandria Lepock | In progress |  |
| 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 | Quarterly | Stephanie Neary  Meghan McCall  Nick Miller | Q1  Q2  Q3 Complete  Q4 | 400 (each  quarter) |

**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, will shift some to in person meetings | At least 6 per year | Stephanie Neary | 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, TCC, and student PDC sponsors | Annual | Cheryl Riordan  Meghan McCall  Stephanie Neary | 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 |  | Ongoing | Meghan McCall  Stephanie Neary | 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 and social media channels that link back to our website event page | Ongoing | Austin Temple  Phil Campbell  Nick Miller  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 | Ongoing | Stephanie Neary  Meghan McCall | Ongoing |  |
| 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 | Ongoing | Stephanie Neary | Ongoing |  |
| Help with member certification maintenance (offer CEU’s; provide study groups) | Working on CEU meetings for 2024-25 | Ongoing | Meghan McCall | Ongoing |  |
| 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 | Ongoing | Meghan McCall  Stephanie Neary  Cheryl Riordan  Austin Temple | 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 | Ongoing | Meghan McCall  Stephanie Neary | Ongoing |  |
| Provide Additional Value (surveys; meeting evaluations; welcome members; be informative of meetings and events) | Continue to do the meeting emails and feedback surveys | Ongoing | Austin Temple  Stephanie Neary  Phil Campbell | Ongoing |  |