**International System Safety Society**



**Chapter Management Guide**

**2013**

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# 1. Introduction

The System Safety Society (SSS) Chapter Management Guide is an aid to successfully forming, operating and maintaining a SSS chapter.Use this guide to meet the particular needs of your chapter.

***Remember***:The Society’s Operations Manual describes what is required to operate a chapter of the ISSS.This is a guide to help you manage a ***successful*** local chapter by bringing value to your members, the community and the society.

# 2. Getting Started

## 2.1What is the motivation for establishing a chapter?

When organizing a new chapter, it’s a good idea to establish the need for one.Will the local safety professional community support a new chapter?Chapter success is directly tied to member involvement, so make sure the members are on board.Identify people, businesses, government organizations, etc. willing to dedicate the time and energy it takes to stand up and maintain a chapter.To ensure a strong start, a minimum of 10 people are recommended.

Often the most significant relationship is one involving the source of employment for a majority of the possible members, such as military, government, industries etc. Addressing the interests and needs of local employers as well as those of the individual members creates a win-win situation, enhancing the likelihood of success for the chapter.

## 2.2 The First Formal Steps to Creating a New Chapter

Once you have decided on creating a chapter, there are some formalities that must be addressed. The Director of Chapter Services can help you step through the process. The first formality is preparingthe Letter of Application.A chapter steering committee is established todevelop the Chapter’s Charterand By-laws to accompany the Letter of Application.In accordancewith the SSS Operations Manual,the Chapter’s by-laws cannot be in conflict with the Society’s by-laws.It’sprobably a good idea to include any special operating instructions the new localchapter feels it needs to develop along with the application.The Letter of Application is forwardedto the Director of Chapter Services for review. On your behalf, the Director ofChapter Services will submit the package to the System Safety Society’s Executive Council for approval.

## 2.3Help Is Available When Starting a Chapter

### 2.3.1 International Leadership

The following society officers can help:

* Director of Chapter Services– The Director’s primary responsibility is the health and wellbeing of our chapters and will be your key partner to organizing, launching and maintaining a chapter.
* Director of Member Services– The Director of Member Services can help identify existing, as well as potential chapter members in your area. The society’s membership data base, as well as past conference data bases are utilized for this purpose.
* Other Chapter Presidents– The chapter presidents provide an informal support network. They have “been there, done that” experience and can provide advice and empathy.
* Regional Vice-Presidents– The regional vice-presidents report to the Director of Chapter Services and provide more localized assistance to chapters.

### 2.3.2 Funding

Seed money to launch a chapter is available from headquarters.Work with the Director of Chapter Services to identify the need and to obtain start-up funding.Like all great endeavors, starting a chapter usually is a financially-lean process. While seed money from HQ can help, take advantage of non-cash options, such as:Corporate Sponsors (your employer perhaps?). They can provide non-cash services such as:

* Meeting space
* Telephone / conference calling support (or FreeConference type of services)
* Printing / promotion.

Once a chapter has been approved by the society’s Executive Council, an annual re-imbursement will be provided to the chapter based on the number of members.

### 2.3.3 Recruitment of Members

Recruitment of members can be accomplished by a number of methods such as:

* Direct mailings to target business and or government agencies. (so old fashioned)
* Advertisements and announcements in private sector / government sponsored newsletters.
* Professional online networks such as LinkedIn, IEEE users group, etc.
* Mailing lists from past ISSS conferences, keying on persons in your area.

Another more direct,but time consuming method,would be to make personal visits to the safety departments of various private sector businesses and government agencies in the community.Remember,the recruitment of new members is a constant undertaking that requires persistence and patience to assure that as many safety professionals (full-time as well as collateral duty) participate.

## 2.4 - Restart– Revitalization

Some locations may have a defunct or highly inactive chapter. Reactivation, or revitalization, can be similar to starting a new chapter. These recommendations are based on experience and best practices from other, similar organizations. Steps involved include the following:

1. Contact Director of Chapter Services about your interest in re-starting the chapter
2. Identify society members in the area, ISSS HQ can assist with this information.
3. Identify local interest. Again, ISSS HQ can assist with this information. A search of prior conference registrations for attendees from your area can increase the pool of potential chapter members.
4. Determine whether local interest is sufficiently strong,
5. Set up a meeting or teleconference.
6. Determine if a sufficient number of members want to take an active role in running chapter

If yes, then:

* 1. Read the operations manual
	2. Finish reading this guide.

# 3.Running a Chapter (insight into the requirements)

***Refer to the society’s Operations Manual for a delineation of the obligations for operating a chapter.***

Once you have established the SSS Chapter, it will become necessary to establish the duties of each chapter officer,as well as what’s expected from your membership.The Chapter Officers described below outline the minimum requirements perceived for each position.However,these duties can be modified to allow for future organizational needs.

## 3.1 Chapter Officers

This section outlines the duties and responsibilities of each position held in the SSS Local Chapter.This section also outlines Optional SSS Chapter Officer positions designed to help distribute the chapter duties.The reason for establishing optional officers is clear,there is strength in numbers.The more assistance you have in managing the chapter, the more effective the chapter will be.

**Mandatory Chapter Officers**

|  |  |
| --- | --- |
| Chapter President | 1. Directs all Chapter activities.
2. Acts as a voting member of the System Safety Society Executive Council.
3. Presides at Chapter meetings.
4. Calls and presides at the meetings of the chapter leadership team.
5. Appoints committee chairperson(s) as required.
6. Submits Chapter annual reports to the Society’s Director of Chapter Services.
7. Submits Chapter annual budget to the Society’s Director of Chapter Services.
8. Maintains liaison with the Director of Chapter Services for all local chapter concerns / issues.
9. Serves as member on the Chapter Leadership Team for one (1) year as Immediate Past President following his or her term as president.
 |
| Chapter Vice-President | 1. Serves as Chapter’s Program Director if a Program Chairperson has not been appointed.
2. Assumes the program chairman’s duties and responsibilities whenever he or she is absent or unable to serve.
 |
| Chapter Secretary | 1. Recorder for all meetings of the chapter,including the Chapter’s Leadership Team.
2. Prepares Chapter newsletters, meeting minutes, meeting / special program notices, and other types of Chapter correspondence as required.
3. Maintain files of all SSS Chapter correspondence.
4. Develop the Chapter’s Annual Report for submittal by the chapter President to the Director of Chapter Services.
 |
| Chapter Treasurer | 1. Maintains the financial records for Chapter.
2. Develops budget for Chapter.
3. Informs Chapter Secretary of those members in arrears per the SSS National Database
4. Ensures chapter bank account is maintained in accordance with the Operations Manual.
5. Writes the cheques to pay chapter expenses.
6. Retains receipts for all expenses incurred for IRS purposes.
7. Prepares the chapter financial report of the Chapter Annual Report required for the chapter to remain in good standing in the society.
8. Arranges audit services for the chapter finances, if required.
 |

## 3.2 Optional Chapter Officer Positions (Non-Mandatory)

The Chapter President appoints all optional Chapter Officer positions.Once appointed,their responsibility to recruit from the local chapter membership,or other sources (as necessary),to achieve the stated goals.Each chairperson is also responsible for ensuring any and all communications,oral or written,is approved by the Chapter’s Leadership Team prior to distribution outside the chapter. Periodic updates should be provided to the chapter President.

All chapter officers or their alternates must be represented at chapter meetings and programs,mainly to field questions from the chapter membership and to provide updates on their activities.

**Optional Chapter Officers, Positions or Functions**

|  |  |
| --- | --- |
| Program Chair | 1. The chairperson for the Program Committee is responsible for developing timely topics for the chapter meetings. The Chapter Program Chairperson works directly with the Chapter Vice President. This includes identifying and providing speakers for the chapter meetings.
2. Works with the Chapter Secretary to distribute information regarding speakers for upcoming chapter meetings.
3. Ensures support equipment / supplies, such as audio/visual equipment, are acquired for each guest speaker(s).
4. Considers joint meetings with local or federal government agencies to share important speakers
5. Utilizesprivate businesses that might have an interest in the chapter speakers in hostingchapter meetings and or special program activities.
6. Develops a listing of those meeting / program locations that have been scheduled for the calendar year.
7. Ensures guest speaker(s) are properly recognized by SSS appreciation certificates or other method(s).
8. Submits written update reports of committee activities to the chapter Leadership Team during each quarterly meeting.
 |
| Membership Chair | 1. Chairperson for the Membership committee that is responsible for maintaining membership records, identifying problem attendance and participation. The chairperson should follow-up on HQ data regarding dropped members each year to encourage continuation of membership, as well as to encourage affiliates to upgrade to a professional membership level.
2. Information regarding why membership is being discontinued should be pursued.
3. Develops and implements plans to increase chapter membership, as well as encouraging attendance/participation at SSS Chapter meetings and programs.Works with the Chapter Secretary in the management and archives of program attendance,types of meeting / programs presented,and othersignificant dates of occurrence of Chapter business and activities.
4. Submits written update reports of committee activities to the Leadership Team during each quarterly meeting.
 |
| Communications Officer | 1. Chairperson for the Communications/Public Relations Committee which is primarily responsible for the dissemination of SSS Chapter meeting / program activities to the various local media agencies within the local chapter’s area as directed by the SSS Executive Committee.
2. Provides chapter news to the JSS for publication.
3. Works with SSS Chapter Awards Chairperson to publicize SSS Chapter members, participating agencies, businesses, or others who have provided services to the SSS local chapter.
4. Submits written update reports of committee activities to the Leadership Team during each quarterly meeting.
5. Draft and distribute chapter newsletters
 |
| Awards Chair | 1. Arranges for and prepares SSS appreciation certificates, “Thank You*”* letters, or other method(s) used to recognize guest speaker(s) participation in SSS Chapter meetings and or programs.
2. b.Develops a Chapter Achievement Award designed torecognize Chapter members,participating agencies,businesses,orothers who have shown support or who have provided services whichcontributed to the success of the local chapter throughout the year.
3. Submit written update reports of committee activities to the Leadership Team during each quarterly meeting.
 |
| Education | 1. Chairperson for the Education Committee which is primarily responsible for the development of training, educational, demonstrative subject matter which is requested by the SSS Membership or the Executive Committee.
2. Coordinates with prospective student members and provides mentorship to these students.
3. Submits written update reports of committee activities to the Leadership Team during each quarterly meeting.
 |

## 3.3 ChapterLeadership Team

The chapter Leadership Team is comprised of the Chapter President,VicePresident,Secretary,and Treasurer.One of its purposes is to pre-plan chapter meetings, identify annual goals and conduct chapter business that is best conducted in a small group. Minutes should be maintained and any decisions or actions must be summarized and shared with the entire chapter membership.This group should meet at least once everyquarter or as required based on planned activities.There should be at least three (3) officers present to conduct business.

### 3.3.1 Chapter Business Practices

The ISSS and the chapters work together to promote the system safety practice. Ultimately, it’s the ISSS that is the legal entity, and the chapters must abide by the laws and regulations that govern the society. It’s important that the chapters behave in an ethical manner that does not embarrass the society nor place it in legal jeopardy.

An active or large chapter has the ability to earn significant funds through membership numbers and other fund-generating activities such as hosting conferences. The use of these funds must be carefully evaluated to ensure that the funds are used to benefit the chapter or the society, and not perceived to be misused. As the society is a non-profit organization, respect for the rules governing non-profits and the related Internal Revenue Service requirements is paramount. Professional ethics demand behavior that is above suspicion in our business practices.

Use of chapter funds for team building or chapter functions like a holiday party that includes all chapter members, or celebrating professional awards that members won nationally, might be a good use of these funds. However, personalized activitiesor functions that are skewed to undeservedly benefit a small portion of the chapter membership is not appropriate. In short, there should be a “business case” for spending chapter funds.

Other possible gooduses of chapter funds can include:

* Society membership to persons who contribute a paper to the annual conference or the JSS
* Subsidize for a CSP workshop
* Award scholarship to local Science Fair

## 3.4 Reporting Obligations

Chapter reporting obligations serve three purposes:

1. JSS Updates
	* Inform other society members of your activities and promote the accomplishments of individual members and chapters
2. Annual Chapter Report
	* Demonstrate chapter performance and confirm qualification to receive society funding based on chapter membership
3. Annual Financial Disclosure
	* Maintain the chapter’s active status
	* Maintain the society’s legal status

In order to maintain good financial standing with United States Internal Revenue Service requirements, all chapter expenses must be documented in retained receipts and bank statements. This recordkeeping is vital to maintaining the legal status of the society. As part of the Chapter Annual Report, a Chapter Financial Report must be included. As part of the financial report, copies of all receipts must be provided.

To reduce the hassle of preparing the financial report at the end of the fiscal year, it is recommended that the chapter treasurer scan/copy receipts throughout the year, and drop them into a folder that can be quickly assembled into a single document. The society fiscal year ends on June 30, and the financial report must be prepared by July 15.

## 3.5Chapter Obligations to Participate in Society Business

As a chapter in the SSS, there are obligations and expectations.

Obligations include:

1. Vote on SSS executive committee motions
2. Participate in SSS executive committee meetings, both by conference call and at the annual society conference
3. Report on the chapter’s prior year activities and accomplishments at the annual membership meeting, normally held in conjunction with the annual society conference.

Expectations include:

1. Reporting of chapter news in the JSS
2. Communication of society business to the chapter members
3. Engagement with the local safety community

## 3.6Communication

One of the key factors to the successful operation of a chapter is the ability to communicate effectively.Communication is intended to inform members of chapter activities. It also serves to recognize accomplishments. To this end,the Chapter Leadership Team must know the wishes and desires of its membership.One way of doing this is to evaluate the effectiveness of your particular communications system.For instance,you may establish a standard of quality for reportingchapter meeting minutes that allows them to be easily added to the JSS.

***Get Noticed in the Journal of System Safety***

*The Society’s Journal of System Safety provides space in each edition for chapter news. This space is the chapter’s opportunity to highlight its events, activities and achievements. This has to be the single best means of communication available to chapters. TAKE ADVANTAGE.*

There are a variety of electronic communications tools available today. E-mail remains the most accepted means of informing your members of chapter news. For carrying on dialog amongst your members, LinkedIn and Facebook each offer means to back and forth conversation. A home page for the chapter can also be used to maintain information such as calendars, job postings, and links to local news. The society maintains a web page, and will host chapter pages if requested. Assistance is available through the society webmaster.

Communication is also important outside of the chapter.It is a means of promoting the chapter’s involvement in the local community as well as the Society in general.

## 3.7 - Meeting Set Up

Chaptersshould conduct regularly scheduledmeetings,preferably at a pre-set day of the month,timeand place. Although monthly meetings are preferred, quarterly meetings have become more commonplace.This should preventthe chapter from falling apart by not meeting on a regular basis. Consider the time of day for conducting meetings. The most common practice is to hold meetings at lunch time, typically in restaurants or event space that allows the chapter to meet in a separate, private room. Meetings that occur in the evenings can be problematic as members have family obligations, or as occurs in high population locations, members commute to disparate points of the region. Evening meetings should be reserved for special events, such as annual chapter dinner.

As an alternate to in-person meetings, online conference calls are now quite easy to accomplish, utilizing programs such as Microsoft Lync or Skype.

The Chapter Leadership Team should arrive thirty (30) minutes prior to the start of a regular monthly meeting/special event to ensure equipment is ready and to welcome early arrivals.Normally,the Chapter President or Vice President will preside over the meetings;the meeting is called to order,attendees are welcomed,the meeting is begun.In the event both the Chapter President and Vice President are unable to attend a scheduled meeting, another chapter officer can be selected to conduct the chapter meeting. The Chapter Secretary should be recording meeting minutes.

**Word of Caution:**

Resist the temptation to nab a “last minute” speaker to make a presentation. This has proven to be counterproductive and can diminish the quality of the meeting or program.

## 3.7.1 Meeting Format

Chaptermeetings and programs should be conducted with the formality befitting aprofessional organization.

The following is a recommended format to structure chaptermeetings.The information provided can be tailored to fit the local chapter’sneeds.

1. *Introduction* - SSS Chapter President / Vice President
	1. *Allow all attendees to introduce themselves*
2. *Discussion of ChapterBusiness (Old & New)*Chapter Leadership Team Reports
	1. Also consider the following as appropriate:
		1. Announcements of Planned SSS Chapter Activities
		2. Announcements of ISSS activities
		3. Announcements of Training Available (Local / Outside Area)
		4. Announcements of New / Existing Standards, Regulations, Practices, etc.
		5. Announcements of job openings

**Good Practices Tip**:

If the meeting is occurring at a place that serves food, pay for the speaker’s meal as a *thank you* gesture.

1. *Introductionof Guest Speaker*
2. Introduce the guest by his or her full name, Organization and or agency.
3. Topic the guest speaker will present
4. Biography of the guest speaker
5. Invite audience to welcome the guest speaker before the presentation with applause.
6. *Guest Speakers -* Guest speakers should be introduced after chapter business iscompleted.The guest speaker should be asked to arrive at least 15 minutes prior to the start of the meeting to:
7. Ensure any special needs such as visual aid equipment are set up
8. Review the biography (as required)
9. Explain approximately when they will be called to speak
10. Remind them only to discuss on-topic and not to give sales pitches for their company.It can be helpful for the program chair to provide the speaker with back-ground information regarding the chapter membership, etc.
11. Invite audience to acknowledge the guest speaker after presentation withapplause.
12. At the close of the speaker(s) presentation, the Chapter President will present an appreciation certificate/gift. Be sure it is available for the meeting.

## 3.8Forms

Forms that are required to be completed by the chapters can be found in the Society’s Operations Manual, and have been included in the overall Chapter Annual Report that is required by the society. Information in the report includes:

* Chapter Leadership Team Members and contact information,
* List of Planning Team Meetings
* Chapter Goals
* Chapter Membership Status / Upgrades
* Chapter Meetings and Attendance\*
* Chapter Newsletters
* Chapter Special Events Summary
* Chapter Promotional Activities Summary
* Chapter and Society Award Summary
* Chapter JSS Contributions
* Chapter Financial Report\*\*

\*Mandatory – 2 meetings must be held to remain active

\*\*Mandatory – a Financial Report is mandatory to remain active.

# 4.Adding Value

The chapter is what our members can turn to first for information regarding their profession. The quality of the chapter and the opportunities that it fosters is what brings value to the membership.

## 4.1Networking

Besides the annual conference, the chapter is one of the best venues for developing and maintaining members’ professional network. The chapter, either through newsletters, meetings or special projects can give its members the opportunity to:

1. **Learn more about fellow members**. Chapters create opportunities for members to learn about their fellow members, how they use system safety in their profession, who they work for. On a social level, they can learn about the common hobbies, discover joint interests, share experiences.
2. **Learn about business activities in the area**. Chapter meetings and newsletters can highlight business activities in the area, which companies are hiring and which organizations are seeking requests for proposals. Chapters can disseminate information about legislation and/or legal actions that might be of interest to members. Depending on the make-up of the chapter, it might even provide input to local legislation, utilizing the system safety expertise that it has.
3. **Mentor students.** Chapters can encourage local college students to join the chapter and provide a form of mentoring that brings awareness of our profession to students. Ideally, the chapter should provide free membership to the students, and work with and encourage the students to seek projects that utilize system safety practices. Students can use the chapter as a form of mentorship, professional development or internship.

## 4.2 Recognizing Your Chapter Members

Its important for the chapter leadership team to look for and recognize good works that are being performed by the chapters’ members. Consider nominating these members to the appropriate Society award. These awards include:

* Professional Development Award
* Engineer of the Year Award
* Manager of the Year Award
* Educator of the year Award
* International Award or
* Scientific Achievement Award.

## 4.3 Improving Membership Technical Knowledge and Skills

An important key to maintaining a vital chapter is to provide a stimulating meetings program. Providing interesting topics that broaden the knowledge base of your members can be very rewarding. Chapter meetings provide an opportunity for your members to not only learn about the state of the profession, but also to learn (or refresh) other skills that directly impact their jobs.Programs are:

* The basis for the continual success of your organization
* The window for others to see where safety initiatives are going
* An opportunity to showcase the value of system safety to a broader community or professionals, even the public

### 4.3.1Improve Your System Safety Knowledge

Use chapter meetings to showcase members’ (and non-member guests’) work in the area of system safety. These presentations can be cutting edge work in the area of system safety, in-depth analyses of an important or highly public event, or use of our techniques applied to other disciplines. The chapter program chair should actively seek out speaker opportunities and try to keep a backlog of interesting programs in the chapter meeting queue.

Perhaps you have a member that presented a paper at the ISSC or in the JSS. Invite them to an encore presentation at a chapter meeting.

## 4.3.2Broaden Member Knowledge of Safety

The key to a successful career is understanding those disciplines and activities that interact, interface or your own. For system safety professionals, the key to success involves more than understanding how to organize a fault tree. Invite speakers who can broaden the understanding of your membership with respect to safety. Perhaps there is a speaker who can discuss the hazards and root causes associated with electrical power distribution. These types of topics can be presented by subject matter experts who are not necessarily members of the chapter.

### 4.3.3 Learning About Other Professions that Impact Your Work

 How about sharing a speaker with another technical society, or inviting a speaker from another organization? Hold a joint chapter meeting with another organization and have each chapter give an overview of what they do, and how that might or does impact the other group. Consider such groups as:

* IEEE
* Society for Risk Analysis
* ASSE
* HFES

### 4.3.4 StrengtheningComplementary Skills

Being successful in system safety requires more than knowing what a risk matrix is. Use the chapter meeting as an opportunity to refresh, improve or teach your members about those complementary skills to be successful. Topics can include:

* 1. Math
	2. Science (chemistry, physics)
	3. Finance
		1. Cost estimating for a project
		2. Retirement planning
	4. Procurement
		1. How does the government procurement process work in your region
	5. Regulations– updates on regulations that may impact you, or impact the discipline of safety

***Word of Caution:***

If you invite a speaker to present on a topic in exchange for access to business opportunities from the chapter members, then the presentation should first and foremost focus on the “technical” aspects of the topic.The sales pitch should be reserved for the end, when the presenter can offer additional services as a “paid service”.

A survey of chapter members can greatly aid in identifying what topics they are interested in.

## 4.4Chapter Sponsored or Endorsed Activities

Think about ways the chapter and its resources (financial, intellectual, supportive) can be used to improve the chapter or the society:

* CSP - How about coordinating study groups for the members or offsetting some of the cost of hosting professional training
* Papers -Encourage the submittal of papers to the ISSC or the JSS by offering incentives such as payment of annual dues or discounts to the ISSC.
* Projects - Is there that right project for which your chapter may be uniquely qualified to do?

## 4.5Contribute to Your Community

The chapter can provide a forum for contributing to your community. These include participation in such activities as:

1. Science fairs
	1. Be a judge
	2. Create a safety award
	3. Be the safety officer on the organizing committee
2. Schools
	1. Offer scholarships or college awards
	2. Present our profession to interested students/classes
3. Volunteering
	1. Parks maintenance
	2. Community events planning
4. Community outreach to inform the public about our profession

## 4.6Contributing to YourSociety

The society’s operations and success is based on the active involvement of its members and chapters. Examples of successful chapter contributions include:

1. Conference – The society has a long standing, successful tradition of having local chapters manage the society’s annual conference. Assisting a chapter that is hosting a conference is a significant help, and usually receives a portion of the earnings.
2. JSS articles – The chapter can set goals of providing a minimum number of technical articles to the JSS.
3. Handbook - The New Mexico chapter originally created this System Safety manual in the 1990s as a chapter effort. The technical content and the financial gains were shared with the society and its members. Keeping this document current is important and may result in additional sales of the manual.

# Chapter Dissolution

*Chapter Dissolution* – This is the section of the chapter management guide that no one wants to write, no one wants to read, but needs to be here. Should a chapter need to disband, there are some important steps that need to be taken to ensure an orderly closure of the chapter, its records and its finances.

A chapter may be dissolved after remaining inactive for three years. By default, the chapter is considered closed. Or a chapter can choose to close itself voluntarily.

The usual causes of becoming inactive are:

* failure to submit an annual financial report,
* failure to hold two chapter meetings in a year,
* inability to maintain a chapter leadership team (Lack of volunteers to run the chapter). This can be the most challenging. Occasionally a chapter remains active by the strength of a small leadership team that perseveres over many years. A disruption in this core team’s ability to continue operating the chapter can lead to a leadership void that results in chapter inactivity and eventual failure.

**Word of Advice**: Inform the members as soon as possible if the chapter is headed into an inactive status. If a new leadership team is needed, this “cry for help” might be the necessary impetus to find that new team. Please involve the Director of Chapter Services at the earliest opportunity, who may have advice or suggestions that might be tried to reinvigorate the chapter.

In the event the chapter becomes inactive, the process follows that described in 7.11 of the Operations Manual – specifically:

* Notify the Director of Chapter Services and the Office Manager if they are not already involved,
* Collect and forward to the Society Office Manager historical documentation & info regarding the chapter – minutes, lists of officers etc.,
* Return chapter funds to HQ where they are held for three years in case the Chapter becomes reinvigorated. This step is important so there are no difficulties in retrieving the money later on as people leave/move.