



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chapter Annual Planning Report 2022-2023

Chapter Name: Hawaii Chapter

Chapter Year: 2022-2023

Chapter goals for this chapter year

Vision Statement:

Provide Hawaii Safety Professionals a fun and engaging environment for networking and development.

1. Host a successful Pacific Rim PDC in 2022
 - a. Equal to or more participants, sponsors, and expo vendors than 2018 event
 - b. Setup an ASSP Hawaii booth at Pac Rim for recruiting
2. Host a successful ASSP Safety ROC in 2022
3. Have a minimum of six general membership training events including two site trips
 - a. Hold one neighbor island technical session
 - b. Hold at least one technical talk in collaboration with AIHA Hawaii
4. Create a ASSP Hawaii President's advisory group
5. Promote student participation in ASSP – send a student to FSL, hold mock interviews and help students find internships with local businesses

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 . Key dates located in Community Leader Resources .	Annual Planning Report	August 15	Jon Archambeau	On Going	400
	Leadership Report	May 31	Jon Archambeau	On Going	400
	Financial Report	May 31	Jon Archambeau	On Going	400

Operational Requirements

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
Nominations & elections committee and plans (required)	Report Nominations & Elections Committee	December 1	Jeremy Nixon	On Going	
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	Jon Archambeau	On Going	400 (each quarter)
Attend regional meetings (required)			Cesar Contreras Jon Archambeau	On Going	

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;	Monthly EC Meetings General Membership PAC RIM	31 May	Jon Archambeau	On Going	400

transition activities; trainings; gather best practices - required)	ROC Fall ROC Spring				
Cooperate with Society in advancing areas of focus (support ASSP Foundation or student scholarship; collaborate with other ASSP communities)	PAC RIM Engagement Student Meetings Complete one mock interview with HCC Student Section.	31 May	Mary Silva	On Going	
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): <ul style="list-style-type: none"> 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 	July – Transition networking event – Fort Shafter- Networking bowling night September – Technical session October – AIHA Hawaii collaboration – SKC training on noise monitoring October – Safety ROC October - Pac Rim November – Technical session December – Holiday Party	July September October November December	Jon Archambeau	On Going	
Take actions that support our meetings (distribute notifications; programming to serve member geographic, interest or industry segments)	Communications Chair Email Newsletter Website Admin Social Media	Monthly	Peter Evans Peter Evans Peter Evans Jon Archambeau Blake Williams	On Going	

Additional Member Value Activities

Objective	Action Item	Due Date	Owner	Status	COMT POINTS
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Assist members with career/development opportunities. (ASSP job board; list employment opportunities in area; social media; recognition opportunities)	Website Postings Newsletter	Monthly Quarterly	Jon Archambeau Peter Evans	On Going	
Develop Leadership skills (provide leadership roles; succession planning; online training in Community Leader Resources; ASSP Community)	ASSP Online Training	31 July	Jon Archambeau		
Help with member certification maintenance (offer CEU's; provide study groups)	General Membership Training with CEUs Mentorship Meetings	31 May	Jon Archambeau		
Help expand local network (participate in Member-Get-A-Member Campaign; exhibit at local events)	PAC RIM PDC Booth Newsletter	October 6	Jon Archambeau		
Help expand technical knowledge (use technology for all members to participate in meetings)	General Membership Meeting and Training with local safety training companies.	31 May	Jon Archambeau		
Provide Additional Value (surveys; meeting evaluations; welcome members; be informative of meetings and events)	Awards Program Government Agency Meetings WISE Meetings	31 May	Mark Behrens Rob McCarthy Terra Lavery		