



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Roles and Responsibilities **ASSP Chapter Government Relations Chair**

Each ASSP chapter is encouraged to appoint a Government Relations Chair who is responsible for keeping chapter members informed of important public policy issues related to philanthropy and fundraising. The Chair acts as a liaison between the chapter and ASSP state/regional governmental affairs and ASSP Headquarters.

The responsibilities of the chair are as follows:

- When addressing governmental issues, it is recognized that the applicable Society guidelines are reviewed and followed in regard to correspondence, representation, and process issues. If there are any questions or concerns with the applicable processes and procedures, the Government Relations Chair will contact ASSP staff assigned to governmental relations.
- Monitor local issues and report any developments to ASSP's Governmental Affairs Department through the applicable Society regional leadership team. Once ASSP's Headquarters is aware of the issue, staff and volunteer leaders will notify the appropriate committee and other chapters as necessary and assist in developing a strategy and response.
- Inform members of important developments and distribute appropriate materials in a timely manner to chapter members. From time to time, ASSP will send out alerts to Chapter Government Relations Chairs that require immediate action. These Alerts should be copied and distributed to chapter members. Chapters are encouraged to have an e-mail tree or other system of streamlined communication in place.
- Publish articles related to government relations in the chapter newsletter. It is strongly suggested that Chairs write a column or article for their newsletter. Chairs can use the information provided in the ASSP Public Policy Updates, ASSP's publications, or from the ASSP website,



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or contact the ASSP Governmental Affairs Headquarters staff for ideas and information on appropriate topics.

- Encourage members to write letters on public policy issues if a consensus exists on an issue. Chairs should encourage members to write letters on pressing issues, especially if a legislative alert has been issued. All alerts may come with a sample letter, which members can use as a base for their own letter. On state issues, chairs should consider sending a letter to key officials from the chapter signed by the chapter president and other chapter leaders. This should not be done unless there is a documented state or regional consensus on an issue.
- Suggest that one chapter meeting per year be focused on government relations. Chairs should work with other chapter leaders to see that at least one of the chapter's regular meetings focuses on government relations and public policy. Such a meeting can feature a presentation by a local elected official, a panel discussion of current issues, or any other related activity. Contact the ASSP Governmental Affairs Headquarters staff for more ideas.

These are the basic functions of a chapter government relations chair. This description will be sent to all ASSP Chapter Governmental Relations Chairs.

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