



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Communications Chair

**Purpose:** The chapter communications chair facilitates the flow of information between the chapter Executive Committee and the chapter membership, and ensures that members have access to timely and relevant information about the chapter, ASSP and local OSH issues.

### Key Responsibilities:

- Serve as newsletter editor to publish chapter newsletter on a regular basis
- Oversee chapter social media accounts to ensure relevant postings and timely responses to member comments
- Ensure that chapter website content is accurate, up-to-date and refreshed on a quarterly basis at minimum
- Serve as primary contact for the chapter's relationships with ASSP Communications Department and local media outlets
- May lead chapter activities in support of significant safety campaigns supported by ASSP (e.g., National Fall Stand-Down)
- Attend chapter general membership and Executive Committee meetings as needed/requested

### Support:

- One-on-one training and support for website maintenance from ASSP staff
- Community Leader Resources Communications/Webhosting pages
- Transition meeting with outgoing chapter communications chair
- Additional support available from chapter president and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop leadership and communication skills
- Opportunity to expand professional network
- Earn certification maintenance points

### Time Commitment:

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 9 hours

**Qualifications:**

- Must be an ASSP member in good standing
- Have strong written communication skills and the ability to communicate clearly and effectively to diverse audiences helpful
- Helpful to have experience producing publications and/or web content
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting

**Specific Duties:**

- Complete modules of officer training in Community Leader Resources:
  1. Society overview
  2. [ASSP Code of Professional Conduct](#);
  3. [Real Magnet/Higher Logic Dashboard Training Video](#)
- [additional chapter-specific duties]