Want to get involved with the **Industrial Hygiene Practice Specialty**? Here’s some ways you can.

1. Write an article for *The Monitor*, the IHPS technical publication which is published three times each year. Whether you are writing your first article or your twenty-first, we’d love to put you in the spotlight in *The Monitor*. Tips for a successful article are provided at this link or contact our Tech Pub Editor, Vic D’Amato, CSP, CIH. [vdamato@atriumehs.com](mailto:vdamato@atriumehs.com)  

2. Speak at Safety 2013 in Las Vegas in an IHPS-sponsored session. The Call for Speaker is already out and proposals are due by July 11, 2012. Submit your proposal to Pam Perrich, CIH, [pamela.perrich@med.navy.mil](mailto:pamela.perrich@med.navy.mil) by June 27, 2012 and we’ll consider your proposal for IHPS sponsorship. Traditionally, proposals with practice specialty sponsorships have a higher acceptance rate than those without, so get yours in a few days early and better your odds of acceptance! Here’s the Call for Speakers. [http://www.asse.org/education/docs/Safety-2013-Call-for-Presenters2-28-12.pdf](http://www.asse.org/education/docs/Safety-2013-Call-for-Presenters2-28-12.pdf)

3. Help vet all the Safety 2013 proposals submitted for sponsorship. Contact Pam Perrich, CIH, by June 20, 2012 to volunteer for this easy, short-term project. [pamela.perrich@med.navy.mil](mailto:pamela.perrich@med.navy.mil)

4. Help us populate the Body of Knowledge (BoK) with IH stuff. Everything from materials in the public domain to articles you’ve written on IH topics needs to be uploaded to the BoK website. Jim Morris is heading up this project and needs your help. Check out the BoK at [http://www.safetybok.org/](http://www.safetybok.org/).

5. Like to hang out on LinkedIn, Twitter, and Facebook? Do you always know what is going on in the IH world? Then be part of the Communications and Social Networking team! Jeff Nesbitt, CSP, CIH, spearheads this effort and needs lots of eyes, ears, tweeters, and posters. [nesbitt.jeff@mayo.edu](mailto:nesbitt.jeff@mayo.edu)

6. This year we hope to host at least two webinars on IH fundamentals. We want to do one on noise and maybe one on air sampling. Got expertise in those subjects and want to work on that project? Got an idea for another webinar? Contact Chris Flegel, CSP, to help get this planned and on the webinar calendar. [cflegel@vicsco.com](mailto:cflegel@vicsco.com)
7. Got your ideas?! We want to hear them to hear them. Contact Pam Perrich, CIH, pamela.perrich@med.navy.mil or Maritza Adams, CSP, maritza.adams@diversey.com and share your ideas. We’d love to hear from you.

8. Serve as a Committee Chair or as a member of a committee. Here are the positions, and a description, on IHPS Executive Committee. Contact Assistant Administrator, Maritza Adams, CSP, maritza.adams@diversey.com to learn more or to volunteer.

CoPS Volunteer Advisory Committee
Position Descriptions

ALL
- Participate in quarterly to monthly conference calls.
- Submit status reports to the Administrator/Chair when necessary.
- Actively participate in member recruitment during conferences and meetings.
- Write articles for the newsletter on a regular basis.
- Take on special projects as time permits.
- Regularly review materials posted on the CoPS secured site (www.asse.org/cops) to take advantage of helpful documents available to advisory committee members.

Administrator/Chair
- Coordinate and lead quarterly to monthly conference calls.
- Determine the group’s direction, objectives, goals and succession plan.
- Supply an Administrator/Chair Message to the Publication Coordinator on time for the triannual newsletter.
- Make sure ASSE Staff has your picture and signature to include in your Admin/Chair Message for the newsletter.
- Act as the main point of contact for the Practice Specialty/Branch/Common Interest Group (for ASSE, members and non-members).
- Fill all advisory committee positions at the beginning of each term (August 1st).
- Act as interim chair for any vacant positions.
- Respond to willing volunteers in a timely manner (1 week) and place them in a committee/subcommittee position within three weeks.
- Create subcommittees as needed.
• Work with the other advisory committee members to coordinate activities and delegate responsibilities.

• Spearhead special projects to add value to the group and membership. Keep ASSE Staff in the loop on new projects. Let the Council VP and Staff know of any large special projects to see if a proposal is needed and what process needs to be followed.

• Attend two in-person council meetings per year (only applies to PS Administrators). If you are unable to attend, provide a proxy (the Assistant Administrator is next in line; if they cannot attend, assign someone else from your advisory committee).

• Send out communications to the group (rosters are available from Staff upon request) or send Staff a draft message to send on your behalf. Make sure to blind copy all recipients given the sensitivity of the information.

• Send Staff a list of certificate requests for volunteers by March 15th (e.g., “John Doe for outstanding service as the Publication Coordinator”).

• Help respond to questions submitted on “Ask ASSE.”

Assistant Administrator/Vice Chair
• Lead quarterly to monthly conference calls in the Administrator’s/Chair’s absence.

• Act as the secondary point of contact for the Practice Specialty/Branch/Common Interest Group (for ASSE, members and non-members).

• Work with Administrator/Chair to determine the group’s direction, objectives, goals and succession plan.

• Attend council meetings when the Administrator is unable to (only applies to PS Assistant Administrators).

• Step in as Administrator/Chair if the Administrator/Chair has to step down for any reason.

• Help respond to questions submitted on “Ask ASSE.”

Executive Secretary
• Maintain, update and distribute the contact list for the advisory committee.

• Notify ASSE Staff (ksonneson@asse.org) of any changes in the volunteer advisory committee so they can update the volunteer system. Notify the Website Chair so they can submit web change requests.

• Record minutes during meetings and conference calls.

• Distribute the approved minutes to the committee and ASSE Staff.
• Have attendees sign in at the face-to-face meeting at the annual conference and provide the sign in sheet to ASSE staff for outreach efforts.
• Help respond to questions submitted on “Ask ASSE.”

Publication Coordinator
• Solicit members and non-members to write articles for the triannual newsletter.
• Ensure authors are aware of the editing process (similar to any professional publication—checked for grammatical and typographical errors and edited to maintain professionalism), production process (formatting adjustments and image additions if needed) and turnaround time (4 weeks from the ASSE submission deadline for branches/CIGs; 6 weeks for practice specialties).
• Read articles to ensure they are appropriate for a professional publication.
• Seek out reprints to use in the newsletter, get reprint permission and include the proper crediting line. Provide proof of reprint permission when submitting newsletter materials.
• Submit articles (and any order preference), images, author biographies, copyright agreements and Administrator/Chair message on or before the predetermined deadline. If you cannot make the deadline, let ASSE Staff know at least one week in advance so they can adjust accordingly. CoPS releases over 100 publications per year and any late submissions can result in the need to outsource newsletter production at a cost of approximately $1,500. On time and early submissions help control costs and is a requirement for this position. If items are submitted late without any forewarning, ASSE Staff maintains the right to complete the newsletter or fill any space to stay on schedule.
• Recommend interview contacts to ASSE Staff for them to complete an email or phone interview.
• Include conference information (i.e., advisory committee meeting details, special events, Practice Specialties booth information, sponsored session listing and roundtable information) in the newsletter issue that releases before the annual conference. Solicit help from the Conferences & Seminars Chair.
• Include a conference recap following the conference. Solicit help from the Conferences & Seminars Chair.
• Include awards announcement/call for nominations in the issue that releases prior to awards season (all nominations
are due March 15th. Solicit help from the Awards & Honors Chair.

- Write an awards recap following the conference. Solicit help from the Awards & Honors Chair.
- Notice that nominations are open for Practice Specialty office shall be published in a Practice Specialty newsletter that is released no later than October 31 in the year prior to an election year. The notice shall include the office(s) open for election, the qualifications to run for office, the deadline of December 15 for submitting the name of an interested Practice Specialty member and to whom such indication of interest should be sent. Solicit help from the Nominations Chair.
- Keep in mind that past issues of practice specialty and CIG newsletters are available on the CoPS secured site which is accessible to advisory committee members only. If a member complains about not receiving newsletters or needing past issues, please have them contact ASSE Staff. We are in the process of building a member accessible newsletter archive.
- Make sure ASSE Staff has a picture and signature for incoming Administrators/Chairs to include in the Admin/Chair message.
- Help respond to questions submitted on “Ask ASSE.”

Membership Development Chair

- Attend quarterly to monthly Membership Committee conference calls.
- Capitalize on membership recruitment opportunities.
- Recruit via social media sites (LinkedIn, Facebook, Twitter).
- Recruit at work events, social events, conferences, seminars, workshops, etc.
- Create a positive “buzz” about the Society and your group.
- Participate in referral programs (i.e., Member Get a Member), promote the referral process and increase awareness about the “Gift of PS/CIG Membership” campaign.
- Let staff know about industry events that are occurring so they can attend or send materials to maintain a constant presence in the safety community (2 week+ lead time to mail materials).
- Create brochures and promotional materials as needed.
- Devise recruitment tactics.
- Request recruitment packets from ASSE as needed. Packets include applications with pre-coded discounts, sample newsletters, member benefit list, copies of Professional
Safety journal and other items tailored to the group being targeted.

- Reach 500 members within 2-3 years of formation (only applies to branches).
- Maintain 500+ members (only applies to practice specialties).
- Strive for 95+% member retention.
- Strive for 15+% annual membership growth (only applies to practice specialties; branch growth should be much higher since they are in the growth stage).
- Direct members who want to join ASSE to www.asse.org/Join.
- Direct members who want to join a practice specialty, branch or common interest group to www.asse.org/JoinGroups.
- Members can join online, by fax/mail using the applications posted online or by phone (Customer Service: 847-699-2929, Mon.-Fri. 8:30am-5pm CST).
- If any members want to switch groups or join a branch that is free with their PS membership, have them email customer service at customerservice@asse.org.
- Help respond to questions submitted on “Ask ASSE.”

Website Chair

- Monitor the group web page on a regular basis.
- Develop new “Hot Topics” and content for the web page.
- Provide valuable links.
- Suggest valuable news feeds or additional features.
- Ensure all content on the site is up-to-date and all links are active.
- Promote the web page via social media (LinkedIn, Facebook, Twitter) and other sites to drive visitors to the page and increase awareness of the site. Make sure to promote the short link (i.e., www.asse.org/ps/consultants instead of http://www.asse.org/practicespecialties/consultants/index.php). If you don’t know your website’s short link, contact ASSE Staff.
- Provide web page changes to ASSE Staff (JCappello@asse.org). Please expect a 5-7 business day turnaround.
- Look to SPALW (www.asse.org/spalw) and WISE’s (www.asse.org/wise) websites as examples of sites that draw more traffic.
- Regularly (at least once every other week) post on your group’s LinkedIn and Facebook page.
- Help respond to questions submitted on “Ask ASSE.”
**Body of Knowledge Chair**

- Attend quarterly Body of Knowledge (BoK) Committee conference calls.
- Provide input and feedback on BoK developments.
- Provide articles, white papers, links, research papers, resources, etc. that will enhance the wiki-like BoK site.
- Develop a list of important topics within your niche/industry and experts that can function as resources for information on those topics.
- Promote the BoK.
- Visit [www.asse.org/ps/bok](http://www.asse.org/ps/bok) for more information on BoK.
- Note: this position will further develop once the software is available.
- Help respond to questions submitted on “Ask ASSE.”

**Conferences & Seminars Chair**

- Provide comments and feedback on each conference.
- Work with ASSE Staff to develop new ideas for the annual conference. Solicit the Council’s approval on any significant changes.
- Solicit speaker proposals from your membership May-July. Proposals are due early July. All group sponsored proposals need to be marked as such. Group sponsorship is a major benefit of being part of a CoPS group. Submissions can be done online or by email. Visit [www.asse.org/education](http://www.asse.org/education) for more information. If you wish to review the proposals, notify your membership of any special submission instructions/processes/deadlines, but make sure to pass the submissions along to staff on or before the deadline. If you reject any submissions, follow up with the submitter and encourage them to still submit the proposal without your group’s sponsorship.
- In conjunction with your advisory committee, submit a roundtable topic to ASSE Staff in November (only applies to practice specialties). Assign a facilitator and recorder by December.
- Submit moderator assignments in early January for group sponsored sessions.
- Submit the day, time and preferred location of your PDC advisory committee meeting by the end of January.
- Submit any PDC advisory committee meeting special requests (anything beyond water/soda) to ASSE Staff by the end of January (e.g., if you need a larger room than previous years, if you are having a large group or speaker and need
AV/microphone, if you need a flip chart or chalkboard, if the group would like to fund special drinks/food, etc.).

- Coordinate any special conference activities with the group and ASSE Staff (i.e., set up forums, coordinate any membership materials/handouts, etc.).
- Notify membership of the PDC annual advisory committee meeting via email, LinkedIn and Facebook prior to the conference.
- Work with the Publication Coordinator to include conference information (i.e., advisory committee meeting details, special events, Practice Specialties booth information, sponsored session listing and roundtable information) in the newsletter issue that releases before the annual conference.
- Work with the Publication Coordinator to include a conference recap in the newsletter following the conference.
- Help respond to questions submitted on “Ask ASSE.”

Awards & Honors Chair

- Solicit and gather nominations for ASSE-CoPS awards at the beginning of each year.
- Discuss nominations with the Administrator/Chair.
- Submit final nominations and nomination forms to the Awards & Honors Committee Chair and ASSE Staff Liaison by March 15th.
- Visit [www.asse.org/ps/awards](http://www.asse.org/ps/awards) to view a full list of awards, procedures, forms and past winners. Do not nominate someone for an award they have already received.
- Complete and submit the self-evaluation matrix each year.
- Work with the Administrator/Chair to coordinate any certificate requests to recognize volunteers.
- Work with Publication Coordinator to include an awards announcement/call for nominations in the issue that releases prior to awards season.
- Work with Publication Coordinator to include an awards recap in the newsletter following the conference.
- Help respond to questions submitted on “Ask ASSE.”

Nominations Chair (practice specialties only)

- Work with your Publication Coordinator to ensure a notice that nominations are open for Practice Specialty office is published in your newsletter that releases no later than October 31 in the year prior to an election year. The notice shall include the office(s) open for election, the
qualifications to run for office (must be a professional member, etc.), the deadline of December 15 for submitting the name of an interested Practice Specialty member and to whom such indication of interest should be sent.

- Post nomination notices on LinkedIn and Facebook prior to Dec. 15th.
- Solicit and gather nominations until Dec. 15th.
- Discuss nominations with the current Administrator.
- Submit final nominations for Administrator and Assistant Administrator to ASSE Staff by Jan. 15th of the election year.
- Notify members (by Jan. 20th of the election year) who indicated an interest but are not nominated that they have the right to seek nominations by petition.
- Work with your Publication Coordinator to ensure an announcement of the new officers is published in the newsletter in a timely manner. Provide a bio, interview or introduction of the officers so membership gets acquainted with them.
- Help respond to questions submitted on “Ask ASSE.”