

System Safety Society Elections

The Nominating Committee is seeking candidates for the 2003 System Safety Society elections. The Society is seeking candidates for the following positions:

- ❑ President
- ❑ Executive Vice President
- ❑ Executive Secretary
- ❑ Treasurer
- ❑ Director of Education and Professional Development
- ❑ Director of Chapter Services and
- ❑ Director of Conferences

All interested candidates should contact a member of the Nominating Committee or the Nominating Chair, Paige V. Ripani, at 703-412-7702 or ripani_paige@bah.com. Candidates and bios must be received prior to January 15, 2003.

Position Descriptions:

President (term: 7/03 – 6/05)

- ❑ Lead the membership in developing clarity about the Society's vision, mission, and role;
- ❑ Create a team from the elected and appointed officers;
- ❑ Focus the Society on its mission and defining its unique value;
- ❑ Preside over all Executive Council meetings;
- ❑ Establish the annual business operating plan;
- ❑ Lead the Society into new areas and applications;
- ❑ Cultivate, open, and maintain lines of communication among the elected officers, the general membership, and appropriate external organizations;
- ❑ Provide mentoring opportunities to Chapter Officers at the national level;
- ❑ Make the Society more visible to our key customers, represent the Society at official functions and activities, and maintain a positive image for the Society and its leadership;
- ❑ With the Executive Vice President, provide annual performance review of Headquarters staff;
- ❑ Appoint the Nominating Committee;
- ❑ Issue Executive Orders and the SSS Annual Report; and
- ❑ Build goodwill by representing the Society to external groups, societies and organizations.

Executive Vice President (term: 7/03 – 6/05)

- ❑ Help the President fulfill his/her responsibilities;
- ❑ Ensure the Society abides by its Constitution and bylaws;
- ❑ Draft the Society's Annual Report (from quarterly officer submissions);
- ❑ Establish the reporting format;
- ❑ With the President, provide an annual performance review of Headquarters staff;
- ❑ Perform an internal effectiveness review of all committees and Executive Branch appointed positions.

Treasurer (term: 7/03 – 6/05)

- ❑ Develop the budget request, approval, and reporting process;
- ❑ Ensure society funds are managed in accordance with appropriate tax laws and accountabilities are clearly identified and adhered to;
- ❑ Ensure financial records are maintained in a manner that is amenable to external audit;
- ❑ Perform a financial audit prior to beginning of new term;

- ❑ Provide written financial statements for the annual report and for the regularly scheduled EC meetings;
- ❑ Provide monthly treasury status reports;
- ❑ Provide guidance for chapter treasurers;
- ❑ Develop an annual operating budget based on inputs from the EC members;
- ❑ Collect dues and other funds owed to the society;
- ❑ Conduct an annual inventory of the society's physical and financial assets;
- ❑ Maintain checking, savings and escrow accounts as needed;
- ❑ Provide advice and counsel to the EC regarding potential sources of funds and income or expenditure projections; and
- ❑ Publish an annual financial report to the membership.

Executive Secretary (term: 7/03 – 6/05)

- ❑ Coordinate EC meeting agenda (set up 6 meetings/year in advance);
- ❑ Write and distribute minutes of EC and other official Society meetings;
- ❑ Coordinate with the Society Tax Advisor and lawyer;
- ❑ Ensure HQ operations are providing timely response to customer requests;
- ❑ Be the custodian for the Society Operations Handbook;
- ❑ Verify voter eligibility and distribute and coordinate counting of mail ballots;
- ❑ Conduct a census of the members' disciplines for the annual report;
- ❑ Supervise the Headquarters Office Manager;
- ❑ Sign off on key corporate records such as bank accounts and membership certificates;
- ❑ Publish a Key Members List (prepared by the Headquarters Office Manager);
- ❑ Declare bylaw changes void if more than 20% of the membership objects after proper advertisement.

Director of Education and Professional Development (term: 7/03 – 6/07)

- ❑ Develop an international involvement agenda;
- ❑ Develop a member professional development plan;
- ❑ Define opportunities for member licensing and professional certification;
- ❑ Coordinate nomination and selection of Society awards;
- ❑ Develop professional courses and establish a committee of instructors;
- ❑ Develop a system safety certificate program;
- ❑ Provide direction to liaison representatives to the BCSP and accreditation organizations;
- ❑ Monitor new and existing initiatives of state registration boards;
- ❑ Develop criteria for educational credits;
- ❑ Assist universities and safety educational providers in establishing system safety educational needs and curricular materials.

Director of Chapter Services (term: 7/03 – 6/07)

- ❑ Engage Chapter Presidents to enhance membership benefits;
- ❑ Facilitate establishing new Chapters where there is sufficient interest and a critical mass of members/potential members;
- ❑ Develop and promote a roadmap to organize and form new chapters including materials to support the formation;
- ❑ Maintain the Chapter Management Guide;
- ❑ Help Chapters recruit speakers for meetings, solicit bimonthly chapter reports for EC meetings and the Society's Journal;
- ❑ Monitor the health of Society Chapters;

- ❑ Develop intervention strategy for chapter rescue and advise EC whenever a Chapter is experiencing difficulties;
- ❑ Help chapters develop pertinent projects and goals that support the Society's strategic goals and objectives;
- ❑ Develop a Plan of Action and Milestones to restore inactive chapters to active status;
- ❑ Create new chapters as opportunities arise;
- ❑ Coordinate the development of chapter annual reports, then review the reports and provide a summary to the Executive Council annually.

Director of Conferences (term: 7/03 – 6/07)

- ❑ Develop and maintain a guide for conducting Society conferences / symposia. This document will include minimum Society expectations, helpful hints and suggestions, lessons learned and will be updated periodically to reflect Society expectations and accommodate conference demographics;
- ❑ Maintain historical records of past conferences/symposia, including financial records, hotel counts, award recipients, hotel points of contact, conference/symposia points of contact, etc.;
- ❑ Assist in the management of conferences/symposia as required;
- ❑ For the annual International System Safety Conference:
 - Prepare and maintain a 3-5 year plan for conference sites;
 - Provide guidance to each conference committee;
 - Monitor the progress of the conference committee;
 - Conduct a post conference financial audit; and
 - Seek opportunities for cooperation with other complementary organizations for joint conferences or representation at their conferences.
- ❑ For other conferences and symposia:
 - Encourage and assist Chapters and regions (through Regional VPs) to sponsor mini-conferences and symposia in their geographical areas on topics of specific interest;
 - Arrange Society support, as necessary, for such conferences/symposia; and
 - Arrange contractual agreements with sponsors for use of the Society's name and support.