**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.