



**ESH for  
High Technology**

Effective Date - January 1995  
Revised January 2017

## **Policy Statement:**

It is the purpose of this policy to provide guidelines and procedures associated with the selection, term and responsibilities of SESH Chapter leaders, to define the relationship between the Chapters and the SESH Board of Directors (BOD); and to establish goals and objectives to assure the successful transmission and sharing of safety, health and environmental information.

## **Scope:**

This procedure provides guidelines for the establishment, development and maintenance of SESH Chapters, expectations for Chapter activities and handling of finances. Note: Questions will likely arise from time to time that are not specifically covered in this SOP. When there are questions the chapter should contact the BOD Chapter Liaison to discuss and resolve.

## **SESHA Board of Directors and Chapter Liaisons:**

Members of the SESH Board of Directors (BOD) shall be assigned the duties of BOD Chapter Liaison. In this capacity they shall assist local chapters in the development and implementation of the chapter. The BOD representatives shall provide updates on the Chapter activities to the SESH Board.

The BOD Chapter Liaison(s) shall be nominated by the SESH President.

Candidates for the BOD Chapter Liaison shall be considered based upon their knowledge and experience within the safety, health or environmental discipline(s) combined with their leadership and organizational skills.

Candidates for the BOD Chapter Liaison shall be members of the SESH BOD; may reside within the region for which they are being considered; and must demonstrate a proven ability to perform, up to the standards outlined in this policy, by previous participation in SESH activities.

## **BOD Chapter Liaison Responsibilities:**

The Chapter Liaison(s) shall be responsible for supporting SESH related activities. If there is more than one Chapter Liaison, then the BOD members shall be responsible for their assigned chapter. The SESH BOD will assign a Board member to be a point of contact to coordinate all

chapter liaison activities and be responsible for organizing communications with the entire Board during BOD meetings.

With the support and guidance of the BOD the Chapter Liaison should:

- Assist Chapter Presidents in promoting SESH A activities at the local level.
- Work with the local Chapter leadership team to develop, prioritize and implement a strategic plan for chapter development that includes, but is not limited to: membership, academic programs and fund raising opportunities.
- Maintain regular communications at least quarterly with the Chapter President.
- Provide visibility for Chapter activities by updating the BOD during their scheduled teleconference and face-face meetings.
- Actively support and participate in SESH A programs by assisting in the development of local events, including mini-conferences, symposia, college lecture tours and related promotions that will generate interest in, and foster growth and continued development of SESH A's Academic initiatives and related endeavors.
- Communicate with other Chapter Liaisons and the BOD on a regular basis to drive consistency within the Chapter processes and share best practices.
- Work with Chapter leadership to ensure alignment with the national agenda and strategic plan.
- Assist the Chapter President with succession planning and nominating candidates for Chapter elections.

## **SESHA Local Chapters:**

Chapters are comprised of local SESH A members who meet on a regular basis to share issues associated with the SESH A mission. Designation as an SESH A Chapter occurs when local members, and the BOD Chapter Liaison identify their intent to meet regularly to share the SESH A mission.

Student Chapters are SESH A Chapters that conduct their activities in an academic settings or where participants are primarily students involved in an EH&S curriculum. Due to their transient nature, Student Chapters will be guided by a Chapter Advisor (e.g. advising professor) who is selected by the Board of Directors. They will follow this SOP and will be supported by assigned BOD members as liaison.

## **Chapter Officers:**

Candidates for Chapter Presidents shall be members of the SESH A in accordance with the SESH A Bylaws; reside within the Chapter for which they are being considered; and have received a commitment of support from their employer. The Chapter President should be elected by the local Chapter membership.

Qualified applicants for Chapter President shall be selected for a term of one to two years. This term can be extended by vote of the local Chapter membership.

Other Chapter officers can be elected by local chapter members, at the discretion of the Chapter President. These officers shall be members of SESH A and reside within the Chapter for which they are being considered.

For purposes of general guidance to Chapters, the following officer structure could be used. Actual officers other than President should be determined by each Chapter.

Elections for SESH A Chapter officers for the following year should be conducted in the fourth quarter. Suggested officers are: President, Vice-President, Secretary, Web Contact and Treasurer. To ensure continuity and effective succession planning, the Vice-President or Secretary (if the Chapter does not have a Vice President) should also be designated as the Chapter President-elect.

Officer positions can be combined into one position (examples are Vice-President/Secretary and Secretary/Web Contact). Additional officer positions can also be created.

Chapter officers are volunteer positions, no compensation will be provided for service.

Chapters should establish a succession plan to ensure continuity of leadership. The SESH A BOD and Chapter Liaison can assist with the succession planning.

## **SESHA Chapter General Selection Criteria**

The selection process for identification of qualified candidates for SESH A Chapter leadership positions shall be performed by democratic procedure. A suggested process is as follows.

Potential candidates should be notified of the position opening via email, chapter newsletters, and related methods and nominations requested.

A complete job description, including duties, responsibilities, term of office and reporting structure/requirements should be available for prospective candidates.

Candidates for Chapter leadership positions must be nominated by members of the local Chapter or the SESH A Board of Directors.

Selection of the most qualified candidate should be based upon the individual skills and experience of applicants and should be conducted by either a vote of the chapter membership or selection by the chapter steering committee.

Candidates who have expressed interest in the SESH A leadership position but who fail to attain the position should be placed on an eligibility list for future review or asked to serve in a different leadership capacity.

## **Chapter Responsibilities:**

Chapter Presidents shall be responsible for the development and implementation of SESH A activities within their respective Chapters. Under the guidance and support of the BOD Chapter Liaison, the Chapter President should:

- Encourage local participation in SESHHA related activities.
- Promote membership in SESHHA by sharing the Associations' philosophy and charter with peers.
- Facilitate communication(s) within his/her Chapter by establishing local SESHHA meetings. These meetings should be scheduled to encourage year around interaction and should include discussion of current or pending issues.
- Develop and implement SESHHA mini-conferences, meetings and related activities.
- Provide quarterly chapter updates to the BOD Chapter Liaison for inclusion in the reports to the SESHHA BOD.
- Assess the needs of the Chapter, prioritize issues and discuss programs and projects to address these needs with the BOD Chapter Liaison.
- Support SESHHA National initiatives and adhere to guidance provided by the SESHHA liaison related to communications and promotional activities. For example, career opportunities should be referred to the SESHHA Career Center for posting (for fee), then may be communicated through local Chapter emails only after the posting appear on the SESHHA website.

Each SESHHA local chapter will assign a "web contact" who will be responsible for updating chapter information listed on SESHHA's web site. This person will provide all chapter meeting and mini-conference presentation material to BAI for uploading on the SESHHA national website, under the specific Chapters' section.

Each SESHHA local chapter should establish a steering committee which is comprised of the chapter officers and designated chapter members-at-large. A steering committee is an effective mechanism for planning chapter activities and creating a pool of candidates for local chapter leadership positions.

## **Chapter Meetings and Mini-Conference Expectations**

Chapters should hold meetings at least quarterly. To provide membership value and encourage attendance, identification of one or two speakers to present on timely and relevant subject matter is encouraged.

Fees for attending chapter meetings are optional, and fees, if any, should be determined by the Chapter leadership team. Chapters are encouraged to identify local sponsors to help defray expenses, such as lunch or meeting room costs. See Chapter Finance section. Chapters should plan and hold a local mini-conference on an annual basis. Chapters who are regionally close and will likely share attendance may elect to hold a joint annual mini-conference, and alternate locations each year

Chapters should reach out to local suppliers and consulting companies for financial support for the mini-conferences. Financial contributions can be used to help defray mini-conference expenses and to help build local Chapter and National SESHHA funds. See Chapter Finance section.

Chapter leadership should determine fee structure for the mini-conferences keeping in mind the needs of Chapter and National finances. General guidance for mini-conference fees and contributions are as follows. Considerations when setting fees include length of conference and

number of speakers, quality of presentations and timeliness of subject matter. The BOD can provide additional guidance on the fee structure.

- ½ day mini-conference - \$50 to \$75
- 1 full day mini-conference - \$75 - \$125
- Multiple day mini-conferences – some combination of the above fees

Outreach to suppliers, vendors, consultants, etc. should be done to encourage sponsorships through exhibits or for other financial support. Examples and guidance are:

- Exhibit tabletop - \$250 - \$500
- Small give-away items (e.g. badge lanyards, koozies, etc.) - \$50 (cost of item to be separately handled by vendor)
- Raffle prizes - \$50 (cost of items to be separately handled by vendor)
- Coffee breaks, snack breaks, lunch – actual cost. (Note: These costs are sometimes picked up by the venue sponsor)

## **Chapter Finances**

Because the SESHHA organization is a designated non-profit entity, Burk and Associates, Inc. (BAI) must handle all monetary transactions. Local Chapters cannot establish their own bank accounts or disseminate funds directly.

BAI will track all incoming funds from chapters, maintain a log of deposits and disbursements, and provide quarterly updates to the BOD treasurer and Chapter financial officers.

Payment for mini-conference fees should be done by credit card or check made out to SESHHA. BAI will provide forms for credit card processing, and/or will set up a payment portal through the National SESHHA website to collect Chapter mini-conference fees. Vendor or exhibitor fees will be handled individually and payments coordinated directly with BAI.

In 2016, the SESHHA BOD decided on a free membership model as a method of attracting more interest and an overall increase in participation within the organization. A key aspect of this membership strategy is to encourage an increase in paid attendance at the annual conference. This also drives the need for local chapters to increase the revenue stream through local or regional mini-conference offerings. The goal of each Chapter is to raise a minimum of \$2500 per year for the national SESHHA organization.

Funds earmarked for Chapter use are primarily generated through revenues the Chapter raises directly by mini-conferences or by direct donations by local sponsors. Net revenue up to \$2000 will be retained by National SESHHA. Net revenue over \$2000 will be split 50/50 with the Chapter, with the Chapter having a maximum of \$1500 earmarked for Chapter discretionary use.

## **Use of Chapter Funds**

Chapter funds shall be used only to support the overall mission of SESHHA. This includes continuous education for SESHHA members, student support, and activities aimed at SESHHA membership retention and growth.

All invoices for payment must be sent to BAI. for review and processing. For direct payment of services, receipts must be retained and sent to BAI. BAI will review the invoices and process payment directly to the individual or company as appropriate. Direct payments by individuals should be limited to the Chapter leadership team.

Documentation of SESHAs' non-profit status will be provided upon request.

### **Deviations/Modifications**

Deviations and/or modifications of this policy require(s) written approval from the SESH BOD.