Executive Offices and Elections

Elected and appointed officers and committee chairpersons manage the Society through the Executive Council. Only elected officers have a vote on the Executive Council. Appointed officers, chairpersons and liaison representatives assist in developing and implementing policy and procedures and assist the Society in carrying out Executive Orders, membership services and promotion. The Key Members List provides a current listing of the names and addresses of all elected officers and appointed positions. Appendix F provides a listing of Past Society Officers and Directors.

Executive Council

The Executive Council consists of all elected officers: President, Immediate Past President (IPP), Executive Vice President (EVP), Executive Secretary, Treasurer, elected Directors and the Chapter Presidents. The Society's founder serves as a Special Advisor to the EC.

The EC shall document the policies and direction for Society operations by publishing a System Safety Society Operations Manual. This Operations Manual shall establish guidelines for chapter organization, standing committees, guidelines for periodic reporting to the members, and financial management of the Society. The Operations Manual shall be provided to each Executive Council member, OVPs, RVPs, and committee chairpersons.

As used in this document, expressions such as “approved by;” “authorized by;” “with the consent of; or established by the Executive Council (unless otherwise indicated), shall mean a majority vote by a quorum, during an official meeting or voting by electronic media with receipt and vote recorded. Minutes of each official Council meeting, shall be distributed to all Council members, Vice-Presidents, Committee Chairpersons, and active Chapter Presidents or Chairpersons as soon as practicable. When a motion requires a vote of the entire Council, a written or electronic ballot shall be submitted. All returned ballots will be exhibited and counted at a subsequent Council meeting (at least 20 days after voting notification) and recorded in the minutes of that meeting. A majority for two-thirds vote where stipulated, of Council members responding, to the mail or electronic ballots, shall be sufficient to approve a motion requiring a vote of the entire Executive Council.

Should a vacancy occur in any Society elective office except the Presidency, the President may appoint, with the advice and consent of the Executive Council, a Professional Member to fill the vacancy until the next regular election. Should a vacancy occur in the Presidency, the Executive Vice-President shall succeed to the office of the President for the remainder of the elected term. Such
appointment or election for an unexpired term shall not be considered a term of office, nor shall it be in any way a restriction against serving for more than one term of office.

For the purpose of serving the professional interests of the membership, Technical Specialty, Groups or Committees may be established by the Executive Council by Executive Order. The EC may also terminate the existence of any such group.

Executive Officers and Directors

Newly elected Society Officers take office at the beginning of the Society's fiscal year, July 1. Tenure of the elected Society Officers is four years for the office of Treasurer and Executive Secretary. The office of President, Executive Vice President, and Immediate Past President are two year terms. These offices are filled in succession. The office of the Executive Vice President is elected; the office of President is filled by the Executive Vice President after the completion of the two year term. The office of the Immediate Past President is filled by the President after the completion of the two year term. Tenure of the elected Society Directors is four years. Officer expectations are detailed below.

Newly elected Officers and Directors of the society shall start to interface with current Society Officers as soon as practicable prior to taking office so that they will be aware of programs started which should be continued, and the business of the Society, in order that there will be an effective transition from one administration to the next and to assure that the progress of the Society will not be delayed. Outgoing Officers and Directors shall prepare a transition turnover package to facilitate transfer of all pertinent information within the limited time period for transition.

President

The President shall function as the chief executive of the Society during his or her term of office. He or she shall preside at meetings of the Executive Council, and officially represent the Society in all functions, The President may, with the approval of the Executive Council, issue Executive Orders which shall be binding on the Society until specifically voided or superseded. Executive Orders shall be used to appoint special committees or technical specialty groups, make special assignments and define other matters of a temporary nature as defined herein. The President shall prepare and deliver to the membership, a report to the membership at the close of each fiscal year that describes the goals accomplished, and the plans or recommendations for the next year's activities.

The President shall, with the advice and consent of the Executive Council, appoint OVPs in the areas deemed appropriate. The President may also, with the advice and consent of the Executive Council, appoint RVPs and committee chairpersons as deemed necessary to carry out the business of the Society. The designation of operating or regional vice-president or committee chairperson shall be accomplished by Executive Order which shall set forth the mission, operating constraints, budget limitations, reporting frequency, and other information as appropriate. Operating and regional vice-presidents and committee chairpersons are functional managers, and as such are advisory members of the Executive Council, and shall not exercise voting rights within the EC unless they hold proxy of an Executive Council member.
Specific responsibilities of the President include:

- 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;
- Maintain open and cultivate new 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 EVP, provide annual performance review of Headquarter (HQ) staff;
- Appoint Nominating Committee;
- Issue Executive Orders; and
- Build goodwill with and represent the Society to external groups, societies and organizations.

Immediate Past President

The Immediate Past President is a voting member of the EC. The term of office is for two years after a new president is elected. The IPP shall serve as an advisor to the President and shall be assigned duties commensurate for a senior position within the Society. Specific responsibilities of the IPP include:

- Share lessons learned from the previous administration;
- Lead the Past-President’s and Fellow Members Council as an advisory group to the EC;
- Work with Director of Government and Intersociety Services to establish protocol for participation and reporting on intersociety activity;
- Assist with the development of broad policy guidelines; and
- Carry out duties as assigned by the President.

Executive Vice President

The Executive Vice President is an elected official of the System Safety Society and is a voting member of the EC. The term of office lasts two years and begins the first of the fiscal year following an election. The EVP duties are to:

- Help the President fulfill his or her responsibilities;
- Ensure Society abides by its Bylaws;
- Establish reporting format;
- With President, provide annual performance review of HQ staff; and
- Perform internal effectiveness review of all committees and appointed positions.

The EVP automatically becomes the President after two years.

Treasurer
The Treasurer is an elected official of the System Safety Society and is a voting member of the EC. The term of office is four years beginning with the start of the fiscal year in which elected. The duties of the Treasurer are to:

- Develop 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 annual financial audit;
- Provide written financial statements 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 on Society 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**

The Executive Secretary is an elected official of the System Safety Society and is a voting member of the EC. The term of office is four years beginning with the start of the fiscal year in which elected. General duties of the Executive Secretary are to: (a) publish minutes of the meetings, (b) distribute mail ballots, (c) perform other tasks as directed the Executive Council and (d) assure the effective administrative conduct of the Executive Council and Society affairs. Specific duties of the Executive Secretary include, but are not limited to:

- Coordinate EC meeting agenda;
- Write and distribute minutes of EC and other official Society meetings;
- Coordinate with Society Tax Advisor and lawyer;
- Ensure HQ operations are providing timely response to customer requests;
- Be the custodian for Society Operations Manual;
- Verify voter eligibility and distribute and coordinate counting of mail ballots;
- Conduct census of members disciplines;
- Supervise the Headquarters Office Manager;
- Sign off on key corporate records such as bank accounts and membership certificates;
- Prepare and publish a Key Members List; and
- Declare bylaw changes void if more than 20% of the membership objects after proper advertisement.
Directors

Directors are elected officials of the System Safety Society and are voting members of the EC. The term of office is four years. Director elections are split between two election cycles to assure continuity. General duties of the Directors are to:

- Assist the President in establishing strategic goals for the Society;
- Develop plans to execute the strategic goals;
- Provide direction to the appointed officials within their assigned areas;
- Monitor progress on assigned goals and reporting to the EC; and
- Represent the Society at official functions and activities.

Specific director responsibilities are detailed below.

Director of Member Services

The specific duties of the Director of Member Services are to:

- Recruit, process, and maintain individual and corporate memberships;
- Review membership activities and respond to trends and root causes to enhance membership;
- Develop and oversee publication of Society membership applications;
- Evaluate Society membership and upgrade applications;
- Perform member services satisfaction surveys;
- If appointed, supervise OVP Membership and OVP Corporate Members;
- Identify and implement member services that promote and enhance the Society's goals; and
- Maintain a continuity binder to pass on to the next Director.

Director of Chapter Services and International Outreach

The specific duties of the Director of Chapter Services and International Outreach are to:

- 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 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;
- If appointed, supervise RVP;
- Create new chapters as opportunities arise;
• Coordinate development of chapter annual reports, review the reports, and provide a summary to the Executive Council annually; and
• Maintain a continuity binder to pass on to the next Director.

**Director of Education and Professional Development**

The specific duties of the Director of Education and Professional Development are to:

• Establish Professional Development and Educational Committees
• Develop member professional development plan;
• Define opportunities for member licensing and professional certification;
• Coordinate nomination and selection of Society awards;
• Develop professional courses and establish committee of instructors; and
• Develop system safety certificate program;
• Provides direction to liaison representatives to the Board of Certified Safety Professionals (BCSP) and accreditation organizations;
• Monitors new and existing initiatives of state registration boards;
• If appointed supervise OVP Professional Development, OVP Education, OVP Engineering Education, OVP Mentoring, Research and Development and OVP Awards;
• Develop criteria for educational credits (CEUs, upgrades, etc.);
• Assist Universities and safety educational providers in establishing a system safety educational need and curricula materials; and
• Maintain a continuity binder to pass on to the next Director.

**Director of Publicity and Media**

The specific responsibilities for the Director of Publicity and Media are to:

• Develop international and domestic marketing plans;
• Oversee the Journal of System Safety publication;
• Issue public information of Society events;
• Coordinate “outreach program;”
• If appointed, supervise OVP Communications
• Provide the focal point for external media interfaces to include issuance of news releases for member/society achievements;
• Develop and publish an information brochure for the Society; and
• Maintain a continuity binder to pass on to the next Director.

**Director of Government and Inter-society Services**

The specific responsibilities of the Director of Government and Inter-society Services are to:

• Develop guidance on Society interface and reporting requirements for committee representatives;
• Identify appropriate society liaison opportunities;
• Monitor and respond to appropriate government issues, standards development, etc.;
• Issue position statements and raise awareness of system safety in appropriate arenas;
Nominate Society candidates to serve on appropriate federal committees and inter-society committees;
Maintain coordination with US National Research Council and National Academy of Engineering;
If appointed, supervise OVP Government and Intersociety Services
Coordinate with professional societies - NSPE, AAES, SAE, INCOSE, etc.;
Develop peer review process; and
Maintain a continuity binder to pass on to the next director.

Director of Conferences

The specific responsibilities of the Director of Conferences are to:

- 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;
- If appointed, supervise OVP Conference Registration and Financial Processes; OVP Conference Technical Programs and Process; Conference Equipment and Facilities
- For the annual International System Safety Conference (ISSC):
  - Prepare and maintain a 3-5 year plan for conference sites;
  - Provide guidance to each conference committee;
  - Monitor the progress of 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 (i.e., with the NSC).
- 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;
- Arrange contractual agreement with sponsors for use of the Society’s name and support;
- Approve, with the concurrence of the Executive Council, all symposia, conferences or technical meetings sponsored singly or jointly by the Society, or with which the Society otherwise becomes affiliated either actively or by name; and
- Maintain the Conference Planning Guide.