



Fleet Safety Council

## **Executive Guidelines for Regional Chapters**



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**Fleet Safety Council Mission Statement**

*To promote health and safety within the transportation sector through network support and sharing of information resources, allowing us to be a strong voice for industry.*



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## Chapter Chairperson

The Chapter Chairperson is responsible for the overall direction of the Chapter as a unit and for the overseeing of all meetings and business involving the Chapter.

- a. All business concerning the Chapter will be directed to the Chapter Chairperson either directly for possible Agenda discussion or for information.
- b. All events concerning the Chapter will be directed through the Chapter Chairperson either as an information link or as the designated director of the event.
- c. Unless otherwise directed, requested or through circumstance, the Chapter Chairperson will attend all meetings concerning the business of their regional Chapter of the Fleet Safety Council.
- d. The Agenda will be set and delivered by the Chapter Chairperson or designate, for all general meetings of the Chapter.
- e. The Chapter Chairperson under the advisement of the Chapter Executive will submit for approval to the Chapter members, a suggested course for the year commencing the first meeting of September.
- f. The Chapter Chairperson is responsible to report to the Joint Executive all activities of the year.

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## Chapter Vice-Chairperson

The Chapter Vice-Chairperson is responsible, in conjunction with the Chairperson, to direct and oversee all Chapter meetings and business in place of the Chairperson and/or at the request of the Chairperson.

- a. The Chapter Vice-Chairperson is responsible for the formation of the Agenda for submission to the Chairperson for general meetings.
- b. The Chapter Vice-Chairperson should solicit meeting agenda submissions from Chapter Executive members where applicable.
- c. The Chapter Vice-Chairperson will follow-up any information brought to the meeting and to report any concerns or suggestions brought to the attention of the Chapter.
- d. The Chapter Vice-Chairperson will be part of the FSC Annual Educational Conference Planning Committee meeting unless another member of the Chapter is otherwise designated.
- e. To ensure appropriate representation of their region at the Fleet Safety Council Annual Educational Conference, the Chapter Vice-Chair (or Chair in the absence of a Vice-Chair) should participate on the FSC Annual Conference committee. *FSC Annual Conference Committee Meetings take place via teleconference and last an hour, once per month (approximately 9 times per year). Committee member assistance is also needed the day of the Conference.*

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## Past Chairperson

The Past Chapter Chairperson will be responsible for informing the current Executive of past procedures and commitments of the previous Executive.

In the event that neither, the Chapter Chairperson or the Chapter Vice-Chairperson is available to Chair the monthly meeting(s), the Past Chapter Chairperson will be asked to fill this position until either the elected person can return or another person is elected to that position.

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## IHSA Chapter Administrator

The IHSA Chapter Administrator will according to the Constitution requirements, liaise between the Chapter and Infrastructure Health & Safety Association (IHSA). This person is an Infrastructure Health & Safety Association permanent member.

- a. The Administrator will in conjunction with the Chapter Chairperson and or the Chapter Executive Committee work to inform and direct this Chapter as per the Constitution and the IHSA.
- b. If the Chapter decides to host a large event, the Administrator will, in conjunction with the Chairperson, be responsible to oversee the event organization and its presentation at all levels.
- c. To represent Chapter Chair when absent from regional monthly meeting as well as at any Joint Executive Committee meetings.
- d. To ensure the monthly Regional Chapter meeting agenda is completed for each Chapter meeting.
- e. To ensure there is representation from the Regional Chapter Executive at any FSC Joint Executive Committee meetings that may be scheduled.
- f. To encourage local Chapter support for any Regional Executive Committee positions that may be vacant. This includes outlining to potential executive candidates the required time commitment (i.e. 10 monthly meetings per year etc.) as well as the benefits of participation on the executive (the personal and corporate commitment to road safety)
- g. To review and process any correspondence forwarded to the Regional Chapter.
- h. To provide or arrange to the Chairperson of the FSC Joint Executive Committee, a recap of the speakers and topics addressed at chapter meetings for the previous fiscal year. This is due by July 31<sup>st</sup> of each year.
- i. Hold and annually archive all Chapter Meeting Minutes electronically, in a safe place at the Chapter level as well as ensure part "b" (under Recording Secretary below) is carried out.
- j. Forward a scanned copy of the meeting sign-in sheet following each meeting to the Recording Secretary

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## Chapter Recording Secretary

The Chapter Recording Secretary according to the Constitution will:

- a. Maintain accurate, complete and informative minutes of all general meetings or special event meetings unless otherwise directed and approved through the appropriate channels.
- b. Submit minutes to a designated IHSA person who will maintain copies locally at head office and forward to web site administrator for posting under the Fleet Safety Council website.

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## Chapter Treasurer

The Chapter Treasurer will be responsible, in conjunction with the Secretary and Chairperson, for creating a budget based on the submissions of all Chapter Executive operating requirements.

- a. Responsible for all banking for Chapter and maintain accurate records.
- b. This budget will direct and specify monies available to host speakers, trips, Executive meetings, general Chapter meetings and overall operating expenses.
- c. This budget will reflect (if possible) the amount of monies needed to be raised by donation or fund raising endeavours to maintain the current financial status or to increase it to allow inclusion of other projects i.e. ABS demonstration.
- d. If the Chapter decides to host a large event, the Chapter Treasurer will be responsible for the creation of a budget based on the submissions of the Event Directors and will distribute and collect designated monies as per approved budget.
- e. Provide financial update at monthly meeting.

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## Chapter Membership Chairperson

The main function of this position is to oversee Chapter membership development and retention.

As established at the Chapter levels the person or persons are responsible for membership growth and retention as well as the elements surrounding that. This would include but not limited to:

- Maintaining a current Chapter membership roster in conjunction with the Treasurer, IHSA Administrator, and the Recording Secretary.
- Monitoring the roster for those who decide not to return from year to year. Contacting those individuals and attempt to retain.
- Develop a chapter membership recruitment strategy (campaign) and coordinate the event(s). This could include but not limited to letter writing, open house, soliciting prospective names from current members.
- Developing a list of potential members and following up to enroll.
- Encourage membership at each of the Chapter meetings by introducing self to guests and providing sign-up information.

A solid membership recruitment and retention program will keep the Chapter active and increased numbers should result in increased resource value; it is therefore paramount that the individual(s) taking on this position be diplomatic in their approach but also feel the urgency of Chapter growth, and maintaining member quality.

Although each Chapter should have a Membership Chairperson it should be understood that Chapter membership growth is the responsibility of ALL.

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## Chapter Events Chairperson

The main function of this position is to provide both educational and entertaining programs to the Chapter.

As established at the Chapter levels this person or committee is responsible for coordination of the monthly presentation (speaker) as well as the elements surrounding that. This would include but not limited to:

- informing the IHSA Administrator in advance of the topic and presenter(s)
- arranging for any audio visual equipment required
- arranging for any printing (as required) of hand-outs
- arrange for assistance (as required) to distribute hand-out materials
- introducing the presenter(s) and obtaining bio
- arranging for a presenter(s) gift
- thanking the presenter(s) and presenting gift
- always have a planned back-up presentation, question period, round table topics in case the scheduled speaker does not show up.

A solid monthly presentation will keep the Council members informed and educated; it is therefore paramount that the individual(s) taking on this position be well versed in the current topics and should develop or have a contact base of speakers.

Although each Chapter can determine the length of time given for monthly presentations, the general rule is that it should last 1 ½ hours.

In addition, if a Chapter chose to run a seminar or joint seminar with another Chapter(s), other than the monthly presentation; this person(s) would be responsible to coordinate the event.

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## Chapter Publicity Person

The Chapter Publicity person will be responsible, in conjunction with the Chapter Secretary and Chapter Chairperson, to the Chapter to inform the industry of our existence and our purpose.

- a. Advertising will be in accordance with the fiscal budget.
- b. Copies of all correspondence will be made available to the Chapter for approval prior to publication.
- c. All publicity approved both by budget approval and Chapter approval, will be created, produced and distributed under the direction of the Publicity person.
- d. The Publicity person will submit to the Chapter Executive any advertising suggestions and funding needed.
- e. If the Chapter decided to host a large event, the Chapter Publicity person will be responsible for the creation, production and distribution of all advertising having had prior approval from either the Chapter and/or the Event Team.

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