



North American Hazardous Materials
Management Association

NORTHWEST CHAPTER
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*Serving local hazardous materials management professionals in
Alaska, Idaho, Montana, Oregon, and Washington*

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2006 WORK PLAN

March 13, 2006

SECTION I. MISSION AND GOALS

The North American Hazardous Materials Management Association (NAHMMA) is a professional membership organization dedicated to pollution prevention and reducing the hazardous constituents entering municipal waste streams from households, small businesses and other entities that may be exempt from local, regional or national regulations. The Northwest Chapter of NAHMMA is organized to provide a local forum for NAHMMA members facilitating peer-group interaction and exchange of ideas and information relating to hazardous materials management.

The Chapter's goal is to bring NAHMMA's mission to the local level, promoting and encouraging:

- Product reformulation;
- Development and use of less or non-hazardous products, constituents, processes, and methods; and
- Collection of materials that contain hazardous components for reuse, recycling or hazardous waste management.

SECTION II. OBJECTIVES

1. Develop New Chapter Infrastructure

- 1.1 Develop policies and procedures necessary to conduct Chapter operations. This includes, but may not be limited to financial procedures; and
- 1.2 Establish system for conducting effective communications with Chapter membership.

2. Increase Chapter Membership

- 2.1 Increase Chapter membership by 10% in 2006.

3. Promote Membership Professional Development, Participation, and Advancement

- 3.1 Facilitate professional development opportunities for current and prospective members in 2006;
- 3.2 Invite and engage membership in all phases of Chapter operations;
- 3.3 Identify opportunities for members to contribute to advancing the profession; and
- 3.4 Recognize members, programs, practices, and policies that reflect the best in the profession.

4. Manage Chapter Operations

- 4.1 Establish strategic and financial direction for Chapter;
- 4.2 Facilitate regular communication among Chapter Leadership Team; and
- 4.3 Promote membership development and support at national-level.

SECTION III. WORK PLAN

1. Develop New Chapter Infrastructure

- 1.1 Work with national organization to develop procedure for encumbering Chapter funds and payment of Chapter expenses (March, 2006);
- 1.2 Promote revisions and maintenance of national website with tools for posting Chapter events, announcements, document management, and facilitation of membership communication (April, 2006);
- 1.3 Develop templates for Chapter documents including but not limited to letterhead, budgets, work plans, and annual reports (May, 2006); and
- 1.4 Develop information/reference binder for Chapter Leadership Team (June, 2006).

2. Increase Chapter Membership

- 2.1 Conduct needs assessment survey of existing membership to identify benefits that will promote membership longevity (July, 2006);
- 2.2 Increase visibility of NAHMMA and Northwest Chapter among hazardous materials professionals in the Northwest. Hold a minimum of two events designed to attract potential members, engage existing members, and communicate membership benefits (August, 2006); and
- 2.3 Explore establishing mutually-beneficial affiliations with other professional associations in the Northwest. Meet with a minimum of two associations to discuss affiliations (September, 2006).

3. Promote Membership Professional Development, Participation, and Advancement

- 3.1 Plan, promote, and hold 2006 Hazardous Waste Conference for Household and Small Business Programs in Troutdale Oregon (June, 2006);
- 3.2 Solicit participation from general membership in carrying out 2006 Work Plan objectives (ongoing); and
- 3.3 Raise awareness of Northwest policy-makers on Chapter relevant issues. This could include in-person meetings or conference presentations. Conduct one event in 2006. (October, 2006).

4. Manage Chapter Operations

- 4.1 Conduct regular Chapter Leadership Meetings (monthly, on-going);
- 4.2 Participate in national Chapter Committee conference calls (monthly, on-going);
- 4.3 Support national organization with revisions/upgrade of NAHMMA website and promote inclusion of Chapter-specific sections (ongoing until complete);
- 4.4 Support revisions to NAHMMA membership brochure (ongoing until complete); and
- 4.5 Develop 2007 Chapter Work Plan (December, 2006).

SECTION IV. PERFORMANCE MEASUREMENTS

1. Develop New Chapter Infrastructure

- Chapter infrastructure established prior to 2007 Chapter Vice President starting.

2. Increase Chapter Membership

- Number of new members recruited in 2006;
- Number of non-members attending Chapter events; and
- Number of new members recruited at Chapter events.

3. Promote Membership Professional Development, Participation, and Advancement

- Number of non-members and members attending NW Hazardous Waste Conference.

4. Manage Chapter Operations

- Number of occurrences Leadership Team minutes developed and accessible to membership within 30 days of meeting.