

Operations Manual

Academy of Certified
Hazardous Materials Managers Inc.



APRIL 2008

Table of Contents

1. Introduction
 - Academy Vision-Mission-Strategy Statement
 - Organization Chart
 - History
 - Annual Timeline
 - Roberts Rules Lite
2. Directories
 - Board of Directors
 - Committees
 - Chapters
 - Leadership
3. Organization Documents
 - By-Laws (August 2001)
 - Article of Amendment (11-18-96)
 - Non-Profit Application and Preliminary Ruling (12-18-96)
 - Articles of Incorporation (10-31-95)
 - Maryland Corporation, Notarized
 - ACHMM Trademark Certificate
4. The Institute
 - Relative Roles – IHMM and ACHMM (Revised, September 2001)
 - Affiliation Agreement
 - Indemnification Agreements
 - CHMM Code of Ethics
 - Logo Use Guidance
5. Policies
 - Administration
 - Chapters
 - Employee
 - Finance
 - Member
6. Procedures
 - Administration
 - Chapters
 - Employee
 - Finance
 - Member

7. Committee Charters

- Awards Committee
- Chapter Development Committee
- Government Affairs Committee
- Homeland Security Committee
- Management Systems Committee
- Marketing Committee
- Membership Committee
- National Conference Committee
- Professional Development Committee
- Publications Task Group

8. Job Descriptions

Staff

- Executive Director
- Administrative Assistant
- Database Management and Administrative Clerk

Volunteers

- Board of Directors
- Member of the Board
- Board Liaison
- President
- Vice President, President Elect
- Secretary
- Treasurer
- National Committee
- National Committee Chair
- National Committee Member

9. Affiliations and Contracts

- IHMM Affiliation
- ACHMM/RABQSA LOA
- ASSE
- IAEM
- NEPT
- NESHTA
- Auditing Roundtable
- NIOSH MOU

Section 1 - Introduction

Academy Vision-Mission-Strategy Statement

Organization Chart

History

Annual Timeline

Roberts Rules Lite

Section 2 - Directories

Board of Directors

Committees

Chapters

Leadership Groups

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Section 3 - Organization Documents

By-Laws (07-15-07)

Article of Amendment (11-18-96)

Non-Profit Application and Preliminary Ruling (12-18-96)

Articles of Incorporation (10-31-95)

Maryland Corporation, Notarized

Trademark Certificate (4/8/04)

Section 4 - The Institute

Relative Roles- IHMM and ACHMM (Revised, September 2001)

Affiliation Agreement

Indemnification Agreements

CHMM Code of Ethics

Logo Use Guidance

Section 5 - Policies

Administration	POL-01
Chapters	POL-02
Employee	POL-03
Finance	POL-04
Member	POL-05

Section 6 - Procedures

Administration	PRO-01
Chapters	PRO-02
Employee	PRO-03
Finance	PRO-04
Member	PRO-05

Section 7 - Committee Charters

Awards Committee

Chapter Development Committee

Government Affairs Committee

Homeland Security Committee

Management Systems Committee

Marketing Committee

Membership Committee

National Conference Committee

Professional Development Committee

Publications Task Group

Section 8 - Job Descriptions

Staff

- Executive Director
- Administrative Assistant
- Database Management and Administrative Clerk

Volunteers

- Board of Directors
- Member of the Board
- Board Liaison
- President
- Vice President, President Elect
- Secretary
- Treasurer
- National Committee
- National Committee Chair
- National Committee Member
- Committee Chair's Role

Section 9 – Affiliations and Contracts

IHMM Affiliation

ACHMM/RABQSA LOA

ASSE

IAEM

NEPT

NESHTA

AUDITING ROUNDTABLE

WM SYMPOSIA

NIOSH MOU