



Safety Committee Terms of Reference

General

The Safety Committee is a Board-led committee, formed through a vote by the governing board, and exists to provide leadership for all aspects of safety.

Purpose

The core function of the Safety Committee is to provide necessary leadership to ensure the reasonable protection of the youth, employees, volunteers and visitors who utilize Club facilities and participate in Club activities. The committee's role is to serve as the one entity that connects many separate organizational functions that affect the quality of safety, including human resources, supervision, training, emergency management, policies, programming and other safety related issues.

Safety Policy Requirements

The committee shall ensure that safety policies are in place that will protect youth and commit to train all staff and volunteers on these policies at least annually. These policies include, but are not limited to:

- Drug use;
- Accommodation of members with disabilities
- Bathroom usage;
- Supervision;
- Technology acceptable use
- Transportation;
- Emergency Response including but not limited to fire, wildfire, earthquake, data breach, active shooter
- Incident reporting policies that focus on preventing and protection against inappropriate interactions with youth between staff, volunteers, including board members and other youth; and Prohibition of one-on-one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling service by a licensed, trained therapist or similar professional.
- The Emergency Operations Plan Policy will be reviewed by the Safety Committee annually.
- Club facilities will be inspected at least once each year.

Committee Authority

The Safety Committee possesses no authority except that which is granted by the by-laws or by vote of the Governing Board of Directors. The committee chair must be a member of the Governing Board of Directors and is appointed by the Board President. The committee has the right to incur debt up to a limit of \$3,000. Beyond this the committee has no right to incur any additional debt or involve the organization in any way unless given full authority to do so by the governing board. Under no consideration should one or more members of a committee go ahead with business without action by a quorum (usually defined as a majority of the committee being present). Failure to observe these rules renders such an action as "the action of individuals," and therefore subject to censure, potential lawsuits, and other undesirable results.

Safety Committee Composition

The Safety Committee should be comprised of five to seven individuals, including:

- One board member to serve as committee chair
- One or more key Club staff with in-depth knowledge of day-to-day operations; and
- One or more non-board members with relevant expertise such as law enforcement, building security, risk management, healthcare or facilities management.

Committee Key Responsibilities

- **Safety Planning.** Identify the goals, objectives and outcomes for a Safety Improvement Plan. Oversee fulfillment of improvement tactics, using measures to track progress.
- **Incident Review.** Regularly review reported safety incidents to help determine if additional policies and/or procedures should be in place to prevent future incidents.
- **Safety Assessment.** Conduct annual safety assessments to be used to monitor success of implemented changes relative to prior years and help prioritize improvements for the coming year(s).
- **Facilities Safety Management.** Develop a facilities safety management plan in compliance with regulatory and safety policy requirements.
- **Policy Creation and Review.** Develop safety policies and procedures as needed. Regularly review policies to ensure they continue to meet organizational needs.
- **Operations Management.** Ensure emergency preparedness exercises are completed according to regulatory and policy requirements. Support Club management efforts to deliver appropriate, ongoing safety training to all staff and volunteers. Ensure all staff and volunteers receive adequate training prior to access to members.
- **Emergency Response.** Develop emergency response manual. Regularly review to ensure it continues to meet organizational needs and changing environment.
- **Vendor Involvement.** Help select major safety-related vendors, including, but not limited to, background check providers, insurance carriers and training providers.
- **Succession Planning.** Strategic work of every Safety Committee should include long-term planning for leadership transitions.