

**ELIOT INSTITUTE
HEALTH & SAFETY COMMITTEE**

(Revised February 2019)

GENERAL RESPONSIBILITIES

- Assuring the health and safety of all persons and security of property at camp.

ELIGIBILITY & TERM

- Non-Board Members:
 - ◆ All members of the Eliot community with an interest in issues of camper health and safety.
 - ◆ At least one member from each camp would be ideal.
 - ◆ Two-year term, with renewal encouraged.
- Board Members by appointment, yearly at the Annual Meeting.

STRUCTURE

- At least one Board Member.
- Chair: A Board Member

SPECIFIC RESPONSIBILITIES

- Develop guidelines, procedures, and policies for assuring health and safety of all persons and security of property at camp.
- Assist Deans in management of waterfront staff, boat dock staff, and first aid coordinators.
- Recommend policy and procedures to be applied when campers engage in unsafe behaviors.
- Work with Seabeck staff on health/safety/security issues, opportunities, and concerns.
- Review insurance policy for renewal with Finance Committee
- Other responsibilities: See Timeline

**HEALTH & SAFETY COMMITTEE
TIMELINE**

JANUARY

- Contact current committee members and others who may be interested in service.
- Confirm Board member(s) and Committee Chair at January Board retreat.

FEBRUARY

- Update and distribute committee roster to committee members.
- Send roster to Executive Secretary for distribution to the Board.
- Review and set committee goals as needed and as directed by the Eliot Board.
- Review this charter. Send any changes to the Administrator & Executive Secretary for updating and posting on the website.

FEBRUARY (for Winter Eliot) & SEPTEMBER (for Summer Eliots)

- Review relevant parts of campers' evaluations, staff reports, and Deans' reports, to identify any and all health/safety/security issues needing committee or Board action.
- Prepare reports of suggested improvements to pass on to the Board, to future Deans, to First Aid Coordinators, and to Waterfront Directors.

SPRING & FALL NEWSLETTERS

- Write an article for the Spring and Fall Newsletters if there's any important information to pass along to the the Eliot community.

THROUGHOUT THE YEAR

- Prepare committee report for each Board meeting — Fall, January Annual Meeting, and Spring.
 - ◆ Send to Executive Secretary for filing and ~~Administrator for~~ posting on Google Drive a minimum two weeks before the meeting.
 - ◆ If your committee has no report for a meeting, inform the Executive Secretary ~~and~~ ~~Administrator~~ so they can track outstanding reports accurately.

- Recruit dedicated volunteers to join the committee, as needed. Get assistance and recommendations from the Leadership Development Committee. Advise the Executive Secretary of any changes in committee membership.
- Maintain records of committee business.