

**Eliot Institute**  
**Health & Safety Committee Charter**  
**(Revised January 2023)**

**MISSION/PURPOSE**

- Ensure the health and safety of all persons at Eliot Institute camps

**GENERAL RESPONSIBILITIES**

- Advise the Board and camp Deans about protocols and procedures to ensure the health and safety of all persons attending Eliot Institute camps.
- Advise and support in-camp First Aid Coordinators.
- Advise the Board about any health-and-safety-related issues that may impact Eliot's insurance and/or liability.

**ELIGIBILITY & TERM**

- Non-Board Members:
  - All members of the Eliot community with an interest in issues of camper health and safety.
  - Two-year term, with the possibility of renewal.
- Board Members:
  - By appointment, yearly at the Annual Meeting

**STRUCTURE**

- Chair: A Board Member
- The make-up of the committee should be diverse as is reasonably possible (e.g., age, camp representation, country, gender identity, sexual orientation, ethnicity, race, disability, camp experience, etc.)

**SPECIFIC RESPONSIBILITIES**

- Develop guidelines, procedures, and policies for ensuring the health and safety of all persons at Eliot Institute camps.
- Health and Safety Committee (HSC) Chair: Consult with the Board President to determine whether Board approval is required for any new guidelines, procedures, or policies.
- Assist Deans in management of waterfront staff, boat dock staff, and First Aid Coordinators.
- Advise the Board on policies and procedures to be applied when campers engage in unsafe behaviors.
- Work with Seabeck staff on health, safety, opportunities, and concerns.
- Review Eliot Institute's insurance policy for renewal with Executive Committee.
- Annual review of Eliot Institute's Strategic Plan to see how committee work can support the plan, as relevant, & revise the charter as necessary.

## MEETING/COMMUNICATION TIMELINE

- January:
  - HSC Chair: Contact current committee members to gauge interest about continuing to serve on the HSC, and contact any others who may be interested in service.
  - HSC Chair: Submit HSC report to Executive Secretary prior to the January Board Meeting highlighting any health, safety, and/or security issues meriting Board attention as well as any recommended updates/changes to protocols and procedures. If there is nothing to report, alert Executive Secretary that there will be no HSC report for the Annual meeting.
  - Confirm Board member(s) and Committee Chair at January Board retreat.
- February:
  - HSC Chair: Send updated committee roster to the Executive Secretary.
- March:
  - HSC Chair: Send relevant parts of camper evaluations, staff reports, and Dean reports from Winter Eliot to HSC.
  - HSC meets to discuss current status of any endemic infectious diseases and identify general issues to consider for summer camps.
- April:
  - HSC Chair: Submit HSC report to Executive Secretary before the Spring Board meeting highlighting any health, safety, and/or security issues meriting Board attention from Winter Eliot as well as any recommended updates/changes to protocols and procedures.
- April - June:
  - HSC meets monthly meetings with Deans, Board Reps, and First Aid Coordinators for July, August, & CAE camps to discuss questions, concerns, protocols, and/or procedures for minimizing risk of camper-to-camper infections during camp (COVID, norovirus, RSV, or other). Note: It has worked well to let the Deans drive the agenda for these meetings through raising camp-specific questions/concerns.
- August:
  - Hold meeting with Deans, Board Reps, and First Aid Coordinators for August & CAE camps to review any issues, concerns, and lessons learned from July Eliot.
- September:
  - HSC Chair: Send relevant parts of camper evaluations, staff reports, and Dean reports from the three summer camps to HSC.
  - HSC meets to review the relevant parts of the previous year's camper evaluations, staff reports, and Dean reports, with a goal of identifying any and all health, safety, and security issues needing HSC or Board action.
  - HSC Chair: Submit HSC report to Executive Secretary before the Fall Board meeting highlighting any health or safety issues from summer camps as well as any recommended updates/changes to protocols and procedures.

- October-December:
  - Hold monthly meetings with Deans, Board Rep, and First Aid Coordinator for Winter Eliot to discuss questions, concerns, protocols, and/or procedures for minimizing risk of camper-to-camper infections during camp (COVID, norovirus, RSV, or other).
- December:
  - Review committee charter, send any suggested changes to the Governance Committee for review.
- Spring & Fall Newsletters:
  - HSC Chair: Write an article for the Spring and Fall Newsletters if there's any important information to pass along to the Eliot community.
- Throughout the year:
  - Meet as needed to address any acute health, safety, and security issues that arise before, during, or after any Eliot camp.
  - Meet as requested by the Board President, camp Deans, and/or camp First Aid Coordinators to provide advice on health and safety issues and concerns.
  - With Eliot Registrar and camp Deans, write health/safety guidance for any particularly acute issues (e.g., COVID) for distribution before camp.
  - Recruit dedicated volunteers to join the committee as needed & advise the Executive Secretary of any changes in committee membership.
  - Maintain records of committee business.
- Prepare committee reports for each Board meeting — Fall, January Annual Meeting, and Spring.
  - Send to the Executive Secretary for filing and posting on Google Drive a minimum two weeks before the meeting.
  - If the committee has no report for a meeting, inform the Executive Secretary so they can track outstanding reports accurately.