

Upwood Park/Salvador Del Mundo Co-op

HEALTH, SAFETY, SECURITY & EMERGENCY PREPAREDNESS COMMITTEE

Job Description

Source

Of Authority:

Term: Standing committee mandated by the Board to do the following job as long as the requirements for committee standing are met.

Composition: Membership in the committee is open to all Co-op members. The Health, Safety, Security & Emergency Preparedness Committee will have a minimum of six members at all times and the quorum for any meeting where decisions are made shall be four. Anyone who attends two consecutive meetings becomes a member. If a member misses three consecutive meetings without giving regrets, they will no longer be considered Committee members. The Board will appoint a Liaison annually.

Meetings: Meetings will be held monthly or as needed. The Chair of the Committee will inform The Co-op Office of meetings and request a notice be put up, publish the date in the Co-op newsletter (if any) and notify all members who have attended the last two Meetings in person or by phone.

Officers: The Committee will elect a Chair, a Secretary and a Treasurer annually. The Chair will Be responsible for co-ordinating activities of the committee and chairing or arranging For someone else to chair meetings. The Secretary will take minutes and maintain Committee records. The Treasurer will help prepare Committee budgets, will receive And disperse monies only with receipts, and deposit all monies raised in the Committee's account at the Co-op Office.

Minutes: Minutes will be kept of all decisions made by the Committee and made available to Committee members prior to or at Committee meetings. A copy will be placed in the Committee binder in the co-op office.

Purpose: The purpose of the committee is to ensure that the co-op maintains the security of the Co-op's grounds, members, data, health, safety and emergency preparedness issues

Responsibilities:

1. Maintains good working relationship with the Co-op Security Team.
2. Educate the members of the co-op on matters of Security ,Health, Safety and Emergency Preparedness
3. Maintains a good relationship with the Police and neighborhood community policing groups.
4. Maintains a good relationship with Municipal Emergency Preparedness organizations
5. Establish and maintain a system to assist vulnerable co-op members in the event of a disaster
6. Work with staff to Monitor the effectiveness of the lighting on the grounds, in the parking garages and in the public areas of the buildings
7. Work with staff to Monitor the effectiveness of the locks, on gates, apartment buildings, office and garage and ensure they are all in good working condition
8. Ensure that the co-op office maintains current and accurate records for all electronic locks
9. Make recommendations to the board regarding matters of Security, Health, Safety and Emergency Preparedness
10. To work in co-operation with other committees, Board and staff
11. To prepare an annual Committee budget and submit in the Co-op annual budgetary process
12. Research grants and alternate forms of funding for the above projects
13. Administer the committee budget
14. CPR/First Aid training
15. To recruit and train new Committee members

Job Description approved by the Board:

30 April 2018