

Position Responsibilities: Committee Leader

Responsibilities of the Committee Leader:

- The Leader moderates each meeting without dominating the proceedings;
 - The Advisory Committee is not an extension of the leader — the leader is first among equals and has the responsibility to ensure that all Committee members participate and are heard.
- Just like the leader should not dominate the proceedings, the leader must prevent anyone else from dominating the meeting — the goal is inter-action by participation.
- The leader must keep the meeting directed towards the agenda, and keep discussions from drifting into non-safety areas;
 - Keep the meeting from becoming a gripe session;
 - Keep the meeting focused on the "advisory" nature of the Committee.
 - The leader ensures that differences of Committee opinions are brought to conclusion by consensus, and that personal hostilities are controlled;
- The leader must ensure that the Committee is fully staffed by members who want to be there, and are willing to participate for the greater good;
 - In response to special circumstances the leader can invite selected employees with specific expertise to address the Committee on a developing issue;
- The leader delegates responsibilities and authority to other Committee members, and supports their activities;
 - The leader appoints the Committee Secretary;
 - The leader and secretary work together to prepare and disseminate the meeting agenda, and reports for management;
 - The leader delegates authority to the Committee's Safety Training Coordinator to oversee any Committee training issues;
 - The leader delegates authority to the Committee's Inspection Team Coordinator to schedule and coordinate monthly safety inspections;
 - The leader delegates authority to the Committee's Investigation Team Coordinator to oversee the gathering of any needed information for the Committee's review of injuries or accidents;
 - In response to the Committee's determination of a special need, the leader delegates authority and appoints Safety Task Force leaders and sub-committee members;
- The leader represents the Committee in its interaction with management;
 - The leader interacts with management to ensure that the work of Committee members is recognized and supported;
- The leader ensures that follow-up is taken on all Committee action items, and final completion is attained.

The Committee Leader is not the entity's safety manager; the role of the Committee, its members, and its leader is advisory, not managerial.