

LEADERSHIP MANUAL

**CAMPUS SAFETY, HEALTH, &
ENVIRONMENTAL MANAGEMENT ASSOCIATION**

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PURPOSE OF THE LEADERSHIP MANUAL

This Leadership Manual is intended to serve as a guide from which members of the Campus Safety, Health, and Environmental Management Association (CSHEMA) can learn and implement the day-to-day functions of the organization. It is in conformance with the CSHEMA Operating Procedures, as most recently amended in 2009. The Leadership Manual expands on—but is not intended to contradict—the Operating Procedures, which are the formal organizational rules of CSHEMA. The Leadership Manual is a changing document that requires periodic revisions that mirror the evolution of the Operating Procedures.

**CODE OF ETHICS
FOR
CAMPUS SAFETY, HEALTH, & ENVIRONMENTAL MANAGEMENT PROFESSIONALS**

It is essential that individuals remain in keeping with the purpose stated in Article II, Section 1 of the Operating Procedures of the Campus Safety, Health, & Environmental Management Association (CSHEMA) **to promote and strengthen activities pertaining to all aspects of college and university safety**. For many institutions, “all aspects” has evolved into duties involving health and environmental management. Thus, the CSHEMA name now formally recognizes these disciplines.

The members of CSHEMA endorse the following code of ethics for the campus safety, health, and environmental management professional. CSHEMA members shall:

1. Uphold the honor, integrity, and dignity of the safety, health, and environmental management profession.
2. Strive to achieve the highest levels of personal and professional conduct.
3. *Not* engage in, encourage, or condone dishonesty, fraud, deceit, or misrepresentation in solicitation, preparation, or use of work prepared by themselves or those under their direction.
4. Promote compliance with relevant laws and regulations adopted by governmental agencies, including participation in activities with governmental and private agencies to foster goals of consensus regulation and consensus practices.
5. Demonstrate leadership in the safety, health, and environmental management affairs of the institution, including *opposition* of activities and proposals that compromise the objectives of the profession.
6. Support and contribute to the development and implementation of the objectives and policies of the employer.
7. Provide a good-faith effort at full disclosure, technical accuracy, sound methodology, and objectivity in collection, analysis, interpretation, and presentation of safety, health, and environmental information. This includes ensuring the integrity, confidentiality, and security of records and data management systems.
8. Pursue to the best of one’s ability, advancement of safety, health, and environmental matters within the institution.
9. Fully disclose to the employer any economic or ethical interest(s) that could reasonably be interpreted as a conflict of interest.
10. Recognize the rights and needs of all individuals within the campus community.
11. Reflect sensitivity in interpersonal relationships and seek mutual respect among colleagues.
12. Assist students in developing talents, particularly in pursuit of professional status in safety, health, and environmental management disciplines and their related fields.

ASSOCIATION OFFICERS

Association officers will assume office at the close of the CSHEMA annual conference business meeting in accordance with past practice.

PRESIDENT

DUTIES:

Read and be familiar with the Operating Procedures.

Attend the annual Association conference on campus safety health, and environmental management and preside over the Board of Directors meetings.

Write committee chairpersons two months prior to Board of Directors meetings and request written reports of committee activities to be reviewed by the Board of Directors prior to the annual conference business meeting and given orally at the conference business meeting.

Compile an agenda for each Board of Directors meeting and have the executive director distribute the agenda and the minutes to the Board of Directors prior to the meeting.

Assure that minutes of the Board of Directors meetings are taken by the recording secretary.

Appoint new committee members (except three of the Nominating Committee) whose tenure shall end four (4) years from the start of their appointment. Appointments should be made prior to the annual conference. This duty may be delegated to the vice-president.

Fill vacancies that occur, with consensus of the Board of Directors, to complete remaining time on vacating committee member's term.

Prepare a list of officers, committee appointees, chairperson appointments, and liaison representatives for the president's tenure of office. Send this to the executive director for printing and distribution. This duty may be delegated to the vice-president.

Immediately following the annual conference, send a letter of appreciation for their service to all outgoing committee chairpersons. The letter will be distributed by the executive director.

Notify committee chairpersons of any special task assignments determined by the Board of Directors. May be delegated to director liaison as is appropriate.

Manage the business of the Association during the year by corresponding with the Board of Directors and executive director

In conjunction with the executive director, reviews and signs contracts for the Association.

Serve as an ex-officio member of all committees of the Association

Provide to the archivist any pertinent documentation for any remarkable or significant accomplishments made by the Association during his/her tenure.

Provide webmaster with frequent updates/messages for the website.

Provide newsletter coordinator with articles for each edition of the newsletter.

Appoint a parliamentarian, newsletter coordinator, and an archivist.

VICE PRESIDENT

DUTIES:

Read and be familiar with the Operating Procedures.

Preside over meetings in the absence of the president

Chair the Association's Strategic Planning Committee.

Attend the Association's annual conference on campus safety, health, and environmental management.

Assist the president in conducting the business of the Association.

Work with Publications Committee Chairperson to update association publications (Leadership Manual, etc).

In conjunction with the executive director, coordinates site selection for upcoming annual conference venues.

RECORDING SECRETARY

DUTIES:

Read and be familiar with the Operating Procedures.

Attend the Association's annual conference on campus safety, health, and environmental management.

Record the minutes of all Board of Directors meetings and conference calls.

Send minutes of the Board of Directors meetings and conference calls to the Board of Directors for review and approval within sixty (60) days of the meeting. Make any requested revisions.

Send the final revised minutes of the meetings and conference calls to the Board of Directors prior to each of its next meetings.

Send final approved minutes of the business meetings to the executive director for distribution to the membership prior to the next business meeting.

Provide to the Archivist copies of approved minutes of all Board of Directors meetings.

On direction of the president, draft letters (for the president's signature) to individuals and agencies outside of the Association. Draft letters and other correspondence to the membership, officers, and Board of Directors.

TREASURER

DUTIES:

Read and be familiar with the Operating Procedures.

Attend the Association's Annual Conference on Campus Safety, Health and Environmental Management.

Review all bills with the contracted association management firm for payment.

Assist with preparation and maintenance of an accurate bookkeeping system.

Initiate a statement of financial responsibility and maintain current guidelines for fiscal control and budget planning.

Coordinate the preparation of financial statements approved by the outgoing president for presentation at the annual conference business meetings.

Perform other duties normally associated with the position of treasurer.

Provide the archivist with copies of any financial transactions that should be retained for historical purposes.

Review and recommend contracts to the president for approval.

Provide financial orientation for incoming Board of Directors and committee chairs.

DIRECTORS

DUTIES:

There shall be six (6) directors each serving for three (3) years with two being elected by Association members each year.

Read and be familiar with the Operating Procedures.

Attend the Association's annual conference on campus safety, health, and environmental management.

Provide input from the Association membership to the Board of Directors for consideration relative to their activities.

Liaise with assigned committees/chairs for the purpose of relating executive decisions and assignments and for representing committee needs to the Board of Directors.

Directors are to attend all Board of Directors meetings and serve as voting members of the Board of Directors.

EXECUTIVE DIRECTOR

DUTIES:

Serve as the contact between the contracted association management firm and the Board of Directors and Committee Chairs..

Serve as an advisor to the Board of Directors, Executive Committee, and all Association committees.

Attend and participate in Board of Directors meetings and conference calls.

Supervise the administrative work of the contracted association management firm..

Establish and maintain a bank account and distribute the funds of the Association as directed by the treasurer

Work with the officers and members of the Association on problems relating to program, membership, and organization.

Work with the officers and members of committees in the administrative phases of research and other projects.

Publish the CSHEMA Newsletter in conjunction with the newsletter editor and Publications Committee

Work with the chair of the Awards Committee on the Campus Safety Awards programs. Procure, prepare, and deliver award plaques, certificates, and other awards for the awards banquet of the annual conference. Awards and certificates include: Complete Environmental Health and Safety Program (plaque); Complete Environmental Health and Safety Program for Small Colleges and Universities (plaque); Solutions At Work Award (plaque); Newsletter Award of Excellence (plaque); Perks for Peers; Distinguished Service Award (DSA); Honorary Life Award; Campus Leaders Who Care Award; Chairman's plaque and gavel presented by the incoming chairman to the outgoing chairman; "certificates of appreciation" to those individuals who are on the staff of the host campus or who have worked to make the conference a success (certificate plaque); "certificates of appreciation" for any other individuals exhibiting leadership (certificate plaque); and any other awards as directed by the chairman and/or the Board of Directors..

Assemble speaker's notes for the president and Awards Committee to use for presentation of the above awards and certificates.

Coordinate the Scholarship Committee programs with the Scholarship Committee chair.

Maintain an up-to-date roster of all CSHEMA members. Provide information to prospective new members and facilitate their joining CSHEMA.

Provide an executive director's report at Board of Directors meetings and conference calls.

Perform all other duties as outlined in the contract between CSHEMA and the contracted association management firm.

BOARD OF DIRECTORS

MEMBERSHIP:

The Board of Directors shall consist of the Association president, vice president, treasurer, recording secretary, immediate past president, and the six (6) directors,.

PURPOSE:

Serve as the governing body of CSHEMA.

ELECTION/QUALIFICATIONS:

The recording secretary and the six (6) director positions are contested positions. Each year, two (2) directors and the recording secretary will be elected. There are to be two (2) nominees for each of the two (2) directors positions and the recording secretary. The treasurer's position shall have one (1) nominee. There could be additional nominees for any positions from the general membership in accordance with Article VIII, Section 5 of the Operating Procedures.

The recording secretary shall succeed to vice president in the second year of their term, the president in the third year of their term, and immediate past president in the fourth year of their term.

The treasurer will serve a term of three years after which they may succeed to the role of vice president.

Nominees for president, vice president, treasurer, and recording secretary should meet the following qualifications:

Have at least five (5) years of experience as a health and safety professional, ideally in higher education

Have attended a minimum of two (2) CSHEMA annual conferences,

Have a record of active participation in and knowledge of CSHEMA (may include serving on a committee, chairing a committee or task force or special project). In lieu of CSHEMA service, have at least one year of previous volunteer board or executive committee experience, not necessarily with CSHEMA; and

Have the support of their employer organization to attend all Board of Directors meetings, in addition to other related activities as appropriate, for the duration of their term of office.

OR

Have served on the CSHEMA Board of Directors within the past three (3) years

Nominees for director should meet the following qualifications:

Have at least five (5) years experience as a health and safety professional, ideally in higher education.

Have attended a minimum of two (2) CSHEMA annual conferences.

Have a record of active participation in and knowledge of CSHEMA (may include serving on a committee, chairing a committee or task force or special project). In lieu of CSHEMA service, have at least one year of previous volunteer board or executive committee experience, not necessarily with CSHEMA.

Have the support of his/her employer organization to attend all Board of Directors meetings, in addition to other related activities as appropriate, for the duration of their three year term of office.

Consideration should also be given to geographical representation.

Once the slate of officers is approved by the Board of Directors, the chair of the Nominating Committee shall submit the list to the Executive Director.

Officers and directors shall be voted upon by the membership as provided in Article VIII, Section 6 of the Operating Procedures..

FUNCTION:

Meet at least three times annually, once during the annual conference on campus safety in the fall and in the spring to receive reports from officers and committees and to transact other business. Additional Board of Directors meetings may be called by the president.

Review activities of all standing committees, special committees and special appointments.

Advise the president as to functions to be carried out by the committees and appointments.

Advise the president as to new committees and special appointments needed to carry out special functions of the Association.

Review and maintain the Operating Procedures to keep them current.

Vote on Operating Procedures revisions submitted by the Rules Committee prior to submitting them to the membership for vote.

Monitor the financial operations of the Association.

Review the activities of the Association and take appropriate actions to keep the Association solvent, current, and useful to the membership.

Review and vote on the proposed slate of officers submitted by the Nominations Committee.

Return the approved slate of officers to the chair of the Nominations Committee immediately following the spring Board of Directors meeting of each year.

STANDING COMMITTEES

AWARDS COMMITTEE:

MEMBERSHIP:

The Awards Committee shall consist of at least four (4) members but not more than six (6).

The Association president shall designate the chairperson of the committee.

Each year the most senior member will drop out and a new member shall be appointed by the committee chairperson. The new member should be a former winner of the Complete Safety Program Award.

New members' terms shall start at the annual conference.

PURPOSE:

To provide recognition for outstanding safety achievement and/or service to the Association as well as to judge Association award applications by members.

FUNCTIONS:

Judge the Complete Environmental Health and Safety Program, Complete Environmental Health and Safety Program, Solutions at Work, Newsletter Award of Excellence, and Perks for Peers submissions for presentation at the annual conference. Accept nominations for the Distinguished Service Award, Honorary Life Award, and Campus Leaders Who Care, and recommend candidates for these awards to the Board of Directors.

Develop new awards of recognition and awards programs.

Through the executive director, notify all award winners in advance so that they may attend the annual conference. Assist the executive director with the procuring, printing, and delivery of all plaques and certificates for the awards banquet of the annual conference (see executive director's function on page 7 for complete list of awards and plaques that are needed).

Provide to the archivist the names of all current year award winners.

Provide liaison to annual conference planning teams to define awards ceremony; emcee that function at conference.

Provide a written and oral report of committee activities at the conference business meeting during the annual conference.

CONFERENCE PLANNING COMMITTEE

MEMBERSHIP:

The Conference Planning Steering Committee shall consist of the current president, vice president, one director, one representative from the previous year's conference, and the executive director (or their designee).

The Association vice president shall be responsible for leading this group.

Each year, current office holders will step up.

PURPOSE:

To select appropriate sites for future conferences and to assist the annual planning teams with program planning, social amenities, and program implementation.

FUNCTION:

Update, publish, and distribute the following publications: (1) Conference Host Planning Guide (unofficial), (2) program evaluation forms (unofficial feedback forms).

Focus on the methods for long-range conference planning; not responsible for planning specific annual conference.

CONFERENCE PLANNING

PURPOSE:

The Conference Planning Committee is assigned responsibility for planning and implementing, in conjunction with the technical program and professional development committee chairs, a particular year's conference and coordinating local volunteer support.

MEMBERSHIP:

The composition of an Annual Planning Team is: vice president for year of conference, the immediate past chair of the annual conference, up to two local volunteers and up to two additional members from the general membership.

FUNCTION:

The planning team is expected to send a delegate to the Board of Directors meetings at conferences immediately before, during, and immediately following the one hosted.

Assist association management firm with planning and decision-making as needed. The association management firm is ultimately responsible for coordinating all aspects of the conference and serving as general manager on site. (See contract for specific responsibilities).

The committee will coordinate the selection of keynote speakers, local venues, and other features of the conference other than technical sessions and Professional Development Seminars.

During the conference, the planning team will act as masters of ceremonies, be present at all major social functions and be represented at all technical functions.

Provide a written and oral report of committee activities at the business meeting during the annual conference.

FINANCE COMMITTEE

MEMBERSHIP:

The Finance Committee shall consist of at least four (4) members but not more than six (6).

The treasurer and executive director will serve as an ex-officio member of the committee.

The Association president shall designate the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To oversee financial aspects of the Association and to assist the treasurer and executive director in carrying out the fiduciary functions.

FUNCTIONS:

Meet during the annual conference and as necessary to plan activities for the upcoming year.

Assure that financial records are properly maintained and audited according to prescribed accounting practices.

Advise the treasurer regarding investment practices.

Review all committee requests for funding and develop a draft budget prior to the Board of Directors Meetings.

Assure that policies and practices of the Association are in conformance with maintaining the tax-exempt status of the Association.

Provide a written and oral report of committee activities at the business meeting during the annual conference.

MEMBERSHIP COMMITTEE

MEMBERSHIP:

The Membership Committee shall consist of at least four (4) but not more than (6) members, with each being from geographically diverse regions.

The Association president shall appoint the chairperson of the committee.

Each year the most senior member will drop out and a new member shall be appointed by the committee chairperson.

Terms of members shall start at the annual conference.

PURPOSE:

To bring about increased membership of qualified individuals.

FUNCTION:

Meet during the annual conference and as necessary to plan activities for the coming year, prepare a report of the past year's activities, and submit it to the Board of Directors prior to its meeting during the annual conference on campus safety.

Working with the executive director, assist the contracted association management firm to prepare and maintain a current list of Regular, Corporate, Affiliate, Emeritus, Student, and Honorary Life members.

Working with the executive director, assist the contracted association management firm to conduct campaigns to solicit new members.

Provide customer survey questions to research and survey to solicit member feedback on specific needs and services.

Work with the executive director to prepare an annual membership directory. This directory shall be made available to members on the "Members Only" section of the CSHEMA website.

NOMINATING COMMITTEE

MEMBERSHIP:

The Nominating Committee shall consist of five members, at least three (3) of whom are past presidents of the Association. In addition, each year two (2) members shall be appointed by the incoming Association president for a one (1) year term. Each year, the outgoing president will be added to the Nominating Committee and the most senior Past Association President will drop out.

The most recent Past Association president will chair the Nominating Committee.

The president's appointees should possess the same qualifications as those being nominated for elected positions.

Members of the Nominating Committee cannot nominate themselves for office. However, they could be placed on the slate by the general membership in accordance with Article , Section 5 of the Operating Procedures.

PURPOSE:

To prepare a slate of officers for the upcoming year.

FUNCTION:

Meet at the annual conference and as necessary.

Prepare a proposed slate of nominees for recording secretary and two directors for Board of Directors review and approval no later than April 1.

RULES COMMITTEE

MEMBERSHIP:

The Rules Committee shall consist of at least four (4) members but not more than (6).

The Association president shall designate the chairperson of the committee.

A past member of the committee may be reappointed after being off the committee for at least one (1) year.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To have overall responsibility for assuring that the Operating Procedures are properly maintained and to propose revisions for presentation to the Board of Directors.

FUNCTION:

Review the Operating Procedures to assure that they are kept current and consistent with the practices of the Association.

Act on proposed amendments to the Operating Procedures.

Submit the specific text for proposed amendments to the Operating Procedures to the Board of Directors.

Assure that amendments to the Operating Procedures that are passed are enacted.

Carry out, at the request of the Association president or Board of Directors, special projects that relate to the Operating Procedures.

Recommend prospective Rules Committee members to the Association president.

Provide a written and oral report of committee activities at the business meeting during the annual conference.

TECHNICAL PROGRAM COMMITTEE

MEMBERSHIP:

The Technical Program Committee shall consist of at least four (4) members, but not more than six (6).

The Association president shall designate the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

No member shall serve more than four consecutive years, but after being off the committee for one year, would be eligible for reappointment to the committee for another term.

New members' terms shall start at the annual conference.

PURPOSE:

Overall responsibility for reviewing and accepting/recommending improvements/rejecting content for annual conference technical program, Professional Development Seminars, etc.

FUNCTION:

Review any proposed workshops and/or seminars that are sponsored by the Association at any time.

Establish submittal process and approval protocol for review of technical papers.

Assure that programs are timely and have technical content that will be of value to the membership.

Coordinate with the annual planning team and association management firm to develop appropriate mailing and/or informational brochures for distribution to the membership to encourage the submission of proposed program topics.

Coordinate and assist Professional Development Committee in the development of any workshops or other such activities that are to be conducted before or after the annual conference.

Provide a written report of committee activities to the Board of Directors before the annual conference.

Complete related tasks at the request of the Association president or Board of Directors that relate to the committee function.

LABORATORY SAFETY COMMITTEE

MEMBERSHIP:

The Laboratory Safety Committee shall consist of at least four (4) members but not more than six (6).

The Association president shall appoint the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To inform Association members of current laboratory safety practices, codes, and regulations affecting colleges and university campuses.

FUNCTION:

Meet during the annual conference and as necessary to plan activities for the upcoming year.

Handle correspondence and inquiries from membership and others concerning laboratory safety issues on college and university campuses.

Collect information and compile for the "Laboratory Safety" section of the CSHEMA webpage and newsletter.

Work with the Technical Program Committee in developing technical sessions in Laboratory Safety at the annual conference.

Provide a written and oral report of committee activities at the business meeting during the annual conference.

SCHOLARSHIP COMMITTEE

MEMBERSHIP:

The Scholarship Committee shall consist of at least four (4) members but not more than six (6).

The Association president shall appoint the chairperson of the committee.

Each year the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To make one annual two thousand dollar (\$2,000.00) award to an approved recipient who is involved as an undergraduate student or graduate student in an academic program leading to a degree in occupational health, safety, or a closely related field.

FUNCTION:

Meet during the annual conference on campus safety and as necessary.

Select the winner of the CSHEMA scholarship and present the award at the annual conference.

Provide to the archivist the name of the current year winner of the CSHEMA scholarship.

In conjunction with the annual conference planning committee, develop and implement fundraising programs/projects at the annual conference to support scholarship fund.

Provide a written and oral report of committee activities at the business meeting during the annual conference.

PROFESSIONAL DEVELOPMENT COMMITTEE

MEMBERSHIP:

The Professional Development Committee shall consist of at least (4) four members but not more than (6) six.

The Association president shall designate the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

No member may serve more than (4) four consecutive years. But after being off the committee (1) one year, would be eligible for reappointment to the committee.

PURPOSE:

To develop programs, products and services that will enhance the technical skills and breadth of professional knowledge of CSHEMA's members.

FUNCTIONS:

The committee—taking into account the needs of the membership, the most promising subject areas, and the potential market for the Association—is responsible for recommending possible topics for CSHEMA annual conference Professional Development Seminars and regional workshops and working with the executive director and host institutions to plan, select speakers for and otherwise implement each offering, including those workshops that are cosponsored by client associations.

As necessary to complete assignments, appoint task forces and work groups; develop work plans and oversee progress.

Work closely with the executive director and Conference Planning, Technical Program, and Finance Committees to accomplish mission.

Working with the CSHEMA webmaster, maintain up-to-date information on workshops on the CSHEMA website.

Provide a written and oral report of committee activities at the annual conference business meeting.

Complete related tasks at the request of the Association president or the Board of Directors.

SPECIAL COMMITTEES

In accord with Article VI, Section 4 of the Operating Procedures, the president, with the approval of the Board of Directors, may appoint special committees to perform special studies or projects of interest and value to the Association's membership.

FIRE AND LIFE SAFETY COMMITTEE

MEMBERSHIP:

The Fire and Life Safety Committee shall consist of at least four (4) members.

The Association president shall appoint the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To inform Association members of current fire safety practices, codes, and regulations affecting colleges and university campuses.

FUNCTION:

Meet during the annual conference and as necessary to plan activities for the upcoming year.

Handle correspondence and inquiries from membership and others concerning fire and life safety issues on college and university campuses.

Collect information and compile articles for the CSHEMA newsletter and webpage. Advise the membership of items of concern in upcoming changes and codes and other national items as advised by others.

Prepare an annual report for the Board of Directors.

Participate in Board of Directors sessions when requested.

Committee members shall be individuals especially knowledgeable in fire protection and fire and life safety-related building codes.

Work with the Technical Program Committee to develop sessions for the annual conference.

Provide a written and oral report of committee activities at the conference business meeting during the annual conference.

GOVERNMENT RELATIONS COMMITTEE

MEMBERSHIP:

The Government Relations Committee shall consist of at least four (4) members.

The Association president shall appoint the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To participate in the development and implementation of environmental health and safety legislation affecting institutions of higher education.

FUNCTION:

Meet during the annual conference and as necessary to plan activities for the upcoming year, prepare a report of past year's activities, and submit it to the Board of Directors prior to their meeting at the annual conference.

Solicit proposals for EHS policies from the Association membership. Review and develop these policies for submission to governmental agencies. Garner support for proposed legislation from professional organizations and regulatory agencies.

Periodically report to the Association membership on the status of proposals. Keep the membership informed of legislative issues that would impact their professional responsibilities. These updates should be presented on the CSHEMA website and newsletter.

PROFESSIONAL RELATIONS LIAISONS

MEMBERSHIP:

Professional Relations Liaisons shall include all individuals who have been designated as Association liaisons to other professional associations by the Association president and professional liaison coordinator.

The Association president shall designate a coordinator who will organize meetings between Association liaisons as necessary.

PURPOSE:

To assure proper representation of the Association's interests in allied professional organizations.

FUNCTION:

Facilitate communication between the Association-appointed liaisons and their liaison organization regarding issues that may directly impact the Association’s mission and membership interests.

Meet with elected leaders of peer professional associations and introduce CSHEMA.

Develop, for Board of Directors consideration, recommended position statements or other courses of action that would benefit the Association membership.

Maintain an awareness of emerging issues and develop recommended actions.

COMMUNICATIONS COMMITTEE

MEMBERSHIP:

The committee shall consist of at least four (4) members but not more than six (6).

The Association president shall designate the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New member’s terms shall start at the annual conference.

PURPOSE

To develop, update, and provide recommendations on publications and website content for the membership.

FUNCTION

Meet during the annual conference. Prepare a written report of committee activities for the annual business meeting of the annual conference.

Review other organization publications and websites that pertain to campus safety and advise the organizations as to the needs for revision.

Review other organization’s journals and publication schedules and policies and solicit submissions from CSHEMA members.

Solicit assistance from individuals with expertise in certain fields to assist the committee in reviewing certain publications.

Keep abreast of new publications and articles of interest relative to campus safety and advise the membership through the newsletter and web page of these and their relevance and usefulness.

Assist the contracted association management firm staff with any special needs such as editing and/or contributions that may be needed for the CSHEMA newsletter and website.

Assist the CSHEMA webmaster with maintenance of the CSHEMA website.

RESEARCH AND SURVEY COMMITTEE

MEMBERSHIP:

The Research and Survey Committee shall consist of at least four (4) members.

The Association president shall designate the chairperson of the committee.

Each year, the most senior member will drop out and a new member shall be appointed by the committee chairperson.

New members' terms shall start at the annual conference.

PURPOSE:

To oversee activities associated with gathering and disseminating information of interest to the CSHEMA membership.

To develop survey instruments that meet intended objectives and to make recommendations to the Board of Directors regarding methods and costs of conducting the surveys (i.e., use of private contractors).

To gather and maintain a library of survey information including the results of surveys taken by individual Association members or other allied organizations.

To implement and administer the Association's benchmarking survey programs as requested by the Board of Directors.

To coordinate, monitor, and approve the appropriateness of surveys that are distributed at the annual conference on campus safety, health, and environmental management.

FUNCTIONS:

Facilitate communication between the president-appointed liaisons regarding issues that may directly impact the Association mission and membership interests.

STRATEGIC PLANNING COMMITTEE

MEMBERSHIP:

The Strategic Planning Committee shall consist of the Association vice president, three (3) Directors, and two (2) members who do not serve on the Board of Directors.

The Association Vice president shall serve as chairperson of the committee. The most recent Past Association president and the treasurer will serve as ex-officio members of the committee.

Each year, at the close of the annual conference on campus safety, the chairperson and the most senior member will drop out. The new Association vice president becomes the new committee chair, and a new member shall be added by an appointment of the committee chairperson.

PURPOSE:

To develop and maintain a strategic plan for the Association.

FUNCTION:

To articulate the mission of the Association along with the internal and external trends.

To identify the strengths and weaknesses of the Association.

To suggest opportunities related to the trends and strategies for consideration to further the Association.

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To recommend initiatives that the Association should undertake to improve the strength and

effectiveness of the Association

To review organizational issues (i.e., structure, governance, title) and make recommendations to better meet the mission of the Association.

SPECIAL APPOINTMENTS

These individuals shall be appointed by the Association president. They shall serve in these capacities until they resign or until the president decides to appoint a new member.

ARCHIVIST

The archivist shall maintain a historical file of all Association business meetings and Board of Directors meetings. The archivist shall maintain a historical file of all pictures and attendance lists from the annual meetings and national conferences, a historical file of all committee and liaison representative rosters, and a historical file of all past Terms of Reference and Operating Procedures documents.

PARLIAMENTARIAN

The parliamentarian maintains order during the business meeting at the Annual conference and ensures that the meeting is conducted in accordance with Robert's Rules of Order.