

## **Safety Committee**

**Vision Statement:** Education that embeds accurate chemical safety instruction at all educational levels.

**Mission Statement:** To provide resources and strategies to chemical and science educators in order to prepare chemists and others to function safely when using chemicals.

### **Composition:**

The committee is composed of a chair, appointed by the Division chair. The membership is about 12, with variation possible based on the need for representation from various educational sectors. Members are identified by the chair and existing members with approval from the Division chair. A note-taker is identified at the beginning of each meeting.

### **Term of Office:**

The committee chair serves a three-year term and may have previously served as a committee member. Members serve three-year terms and terms are staggered.

### **Responsibilities:**

- Both proactive and reactive with regard to safety issues in chemical education.
- Monitors publications associated with CHED to ensure proper attention to safety concerns.
- Maintain a modest website in CHED.
- Work with the Committee on Chemical Safety and CHAS in collaborative efforts.
- Holds meetings at national ACS meetings and the BCCE.

### **Timetable:**

#### *January:*

- Submit the committee annual report to the Division secretary to assist in the preparation of the Division annual report. Request from the Secretary a meeting room for the committee meeting at the spring national meeting of the Society. Solicit volunteers for appointment to the committee in the spring issue of the Division newsletter and through e-mail to other chemical educators.

#### *February/March:*

- Distribute an agenda to all committee members for the spring national meeting of the Society. Submit a committee report for review at the Division Executive Committee meeting and, if appropriate, items to the Division chair for inclusion on the spring Executive Committee agenda.

*March/April:*

- The committee generally meets on Sunday afternoons at national meeting of the Society. If appropriate, a committee representative presents the committee items submitted for inclusion in the spring Executive Committee agenda.

*April:*

- The committee note-taker distributes the minutes and action items of the spring meeting to all committee members.

*May/June:*

- Request a meeting room from the Secretary for the fall national meeting of the Society.

*July:*

- Submit a committee report for review at the Division Executive Committee meeting and, if appropriate, items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the committee meeting to committee members for the fall national meeting of the Society.

*July/August:*

- Submit the budget request for the following calendar year to the treasurer.

*August/September:*

- If scheduled, meet at the fall national meeting of the Society. Recognize and thank committee members who are completing their terms of office in the current calendar year.

*September/October:*

- The committee note-taker distributes minutes and action items from the fall committee meeting to all committee members. The Committee members consult via e-mail on recommendations for new members and the results are communicated to the Division chair.

*December:*

- The chair sends thank-you letters to all committee members who have completed their terms of office. Original documents of potential long-term value that are not needed by the chair in the fulfillment of his/her duties are transferred to the Division archivist/historian. If the chair is completing his/her term of office, the files are prepared to be transferred to the incoming chair by January 1. The committee chair begins the draft of the committee annual report.

During the last meeting of the year the committee should consider if any adjustments to their procedures document as included in the Operations Manual should be made. If so, those updates need to be forwarded to the Member at Large by early December. Any changes will be submitted to the Division secretary before the end of December so that any edits to the Operations Manual can be recorded.

