

Position Responsibilities:

Committee Secretary & Training Coordinator

Responsibilities of the **Committee Secretary**:

- Arranges/confirms the time and place of the next meeting;
 - Notifies/reminds all members and advisors;
- Provides any supplies needed for the meeting;
- Keeps track of members, their attendance, and their length of service;
- Takes minutes of all meetings and completes the Action Plan;
- Completes the minutes and disseminates them to all concerned;
- Prepares the meeting agenda with the leader, and disseminates it to the Committee members.
- Maintains the Committee's records.

The Committee's advisory function requires written communication from the Committee to management. The communication should reflect the consensus of the Committee, not the interpretation or position taken by the Secretary, or any other individual.

Responsibilities of the **Safety Training Team Coordinator**:

- The point person on the Committee for safety training issues;
- Audits the entities ongoing compliance with OSHA standards and trainings;
- Ensures occupational safety and health is a subject thoroughly covered in new employee orientation;
- Assists Committee members and others in the entity in their efforts to disseminate meaningful occupational safety and health information;
- Interacts with managerial staff responsible for establishing, maintaining and monitoring safety training.

The Safety Training Team Coordinator does not have responsibility for managing or directing any of the entity's training programs. The position is intended to direct the Advisory Committee's consideration of any safety training issues that arise during the Committee's activities, and to monitor the entity's collective training efforts as part of the overall safety program.