**[Insert Club Name] Safety Committee**

Objective:

*On a rotating basis, the Safety Committee will examine the safety concerns facing our members, staff, volunteers and brand. We will identify needs and recommendations to provide the best service to those who need us most.*

Members:

* Board Member(s)\*
* Director of Operations
* Unit Director
* Facilities director
* Insurance Carrier Representative\*
* Broker

*\*Required participants per BGCA Safety Standards*

Meeting frequency: Quarterly or Monthly. Report delivered to CEO annually.

Sample Agenda:

* Review tasks from previous meeting
* Review trends from loss data, incident reports, and data tracking mechanism (BGCA Club Safety Assessment, surveys, changing weather demands, facility issues)
* Report out from a club staff and/or presentation from a club program
* Determine follow-up action items
* Assign tasks and timelines