



Terms of Reference

Safety Committee (Standing Committee)

NOVEMBER 2023

The Safety Committee is established as a Special Committee at the pleasure of the Board of Directors and will have the specific duties described below:

Purpose

The purpose of the Safety Committee is to foster and promote safety in the mountain activities of the Alpine Club of Canada (ACC). The Alpine Club of Canada promotes and organizes mountain activities through the National Office and local sections. For the ACC to prosper and grow diverse mountain, and other outdoor activities (“activities”) engaged in by Alpine Club of Canada Sections, must be available to the members in a safe and enjoyable manner. A commitment to safety in the pursuit of these activities is one of the core values of the Alpine Club of Canada. These activities by their very nature are hazardous, risky and can never be completely safe. Yet it is paramount for the Alpine Club of Canada to strive for a high level of safety in all its activities.

Membership

The Safety Committee consists of five to seven members from different sections, bringing a variety of experiences and skills to the committee and representing a mix of local sections. The Chair of the Safety Committee is appointed by the Board of Directors of the Alpine Club of Canada. Members of the Safety Committee are appointed by the Chair of the Safety Committee. Members can be nominated by the committee, individual Alpine Club members or by local sections. The Vice President of Activities will also be included as an ex-officio member.

Terms of Office

The Safety Committee terms of office shall be three years, co-incident with the term of the Vice President of Activities, with unlimited renewals. The renewal of committee members shall be conditional upon their performance and is subject to the recommendation of the Chair of the Safety Committee.



Committee Meetings

The Safety Committee shall document an annual work plan outlining the work it will undertake in the context of its duties and responsibilities, and schedule meetings for the year based on the work plan.

Records and Committee Output

The Safety Committee shall report regularly (verbally or in writing) on its activities, recommendations, and conclusions to the full Board in the context of the Committee's annual work plan. Written minutes of committee meetings and reports shall be maintained and shall be available to the full Board.

Power and Authority

The Safety Committee shall not have the power to obligate the Club to any financial outlay, or to commit it to any contract, agreement or other arrangement unless specifically authorized to do so by the Board.

Quorum

A majority of the members of the Committee shall constitute a quorum at meetings.

Duties and Responsibilities

The Board of Directors delegates the following responsibilities to the Safety Committee, which acts in an advisory capacity to the Board on these matters:

1. Makes recommendations on all aspects of ACC activities safety.
2. Recommends policy changes to improve safety of activities.
3. Recommends guidelines, policies and requirements for trips and camps.
4. Supports the Leadership Development Committee in an advisory role.
5. Reviews incidents, accidents, problems encountered on trips, or complaints from participants.
6. Reviews accidents or incidents on section trips, national trips, or camps that resulted in death or injury requiring outside rescue or reported in the media.
7. Assist in re-writing incident reports into a learnables report that can be subsequently circulated via newsletter and webpage.
8. Ensures ACC website Safety Committee information is complete and up-to-date.



9. Collects and distributes activity safety information and material through the ACC publications and the website.
10. Collects Canadian content for the Accidents in North American Mountaineering.
11. Act as a linkage between the ACC and the ACMG for Safety / Risk related topics and initiatives.
12. Other.