

# SAFETY COMMITTEE

The members of this committee are:

- A chairman (appointed by the local president)
- As many members as are necessary to accomplish the goals of the association

The function of this committee is to promote safety as it relates to the risk and insurance industry. It is recommended that only one or two major safety projects per year to ensure that you can devote adequate effort to each. The committee informs members about:

- Relevant safety matters as they pertain to NAIW (International) safety projects
- Safety regulations and legislation that relate to or affect the insurance community

Miscellaneous responsibilities:

- Prepare a safety article for the local association newsletter or bulletin
- Gather as much information or material as possible on projects needed in the community and present the information at committee meetings to discuss and select the project for the year
- Prepare (or work with the Public Relations Chair to prepare) and send news releases on local safety projects to the media
  1. Public Relations Chair usually has samples on news releases
  2. Focus on the public appeal aspects of the projects: results achieved; facts discovered; and hints to be shared
  3. Emphasize the local aspects of the story by quoting local statistics or citing specific local examples.
- Submit written reports to the local president as required. Submit at least the following two reports
  1. A calendar year-end report (7/1-12/31) that is submitted in mid-January
  2. A fiscal year-end report that recaps 7/1-12/31 period and details the 1/1-6/30 period, and is submitted by the end of June
- Transfer all files to the succeeding chairman at the end of the term