



Vermont Safety & Health Council

The VSHC is grateful for the work done by our Board of Directors to make the Council a success. Our continued success depends on the commitment of our current board members and those interested in joining the board. VSHC board members average 6 – 8 hours per month, depending on their role, event, and time of year. Those in officer roles, committee chairs, or subcommittee chairs may have additional duties. Below is a list of board member responsibilities. Please remember that additional responsibilities may arise depending on the Board's focus/needs.

Board of Directors Responsibilities

- **VSHC**
 - Be familiar with our mission, services, policies, and programs.
 - Inform others about VSHC and encourage membership.
 - Stay current in the Safety and Health field.
 - Recruit/recommend nominees to the board who can contribute to the work of the Board and VSHC.

- **VSHC By-Laws**
 - Be familiar with and follow our by-laws.

- **Company or Individual Membership**
 - Maintain an active VSHC membership

- **Board Meetings**
 - Held approximately 10 times per year.
 - Usually two (20 hours) long
 - In-person or Zoom attendance
 - Prompt response to email invite
 - *even if you are unable to attend*
 - Agenda, minutes, and other materials are provided in advance

- **Board Meeting Preparation**
 - Review of agenda, minutes, and any other materials provided.
 - Follow through on action items from prior meetings.

- **VSHC Safety Expo**
 - Attend Expo typically held in the fall.
 - Participation on Expo subcommittees, Expo set up, and day of Expo



- **VSHC Chapters**
 - Participate at Chapter level.
 - Assist in planning/implementation of workshops and seminars.
 - Attend workshops and seminars offered.

- **Participation**
 - Perform one “special” role annually.
 - Officer, Membership, Website Coordinator, Expo Planning, Chapter Workshop/Seminar Planning, Social Media Committee, or special assignments.

- **Communication**
 - Timely responses to email requests.
 - Notification of Board President of changes affecting ability to fulfill responsibilities.