

**Job Description:** Serve as a resource to the health & safety chair

**Responsibility:** Advise the health & safety chair with management and goal setting for chapter risk committee

- Estimated time requirement – 1 weekend per semester (goal setting) and bi-weekly communication (increase communication if major or higher-risk events are being planned)

**Health & Safety Committee:** Recommended composition

- Chapter President
- Sergeant-at-Arms
- Social Chairman
- Member-at-Large
- House Manager (if applicable)

**Recommended Bi-Weekly Task:**

- Communicate with health & safety chair; sample agenda:
  - Review of goals/strategic priorities
  - Address progress towards completion and implementation of health & safety program
  - General planning for events
  - Advisor question: “Are you delegating and utilizing your committee?”
  - Review of action plan moving forward
  - Any budget items that need to be addressed
  - Review of next call time & date

**Recommended Monthly Tasks:**

- Attend/Call-in to a H&S committee meeting
- Communicate with AAB chairman and/or the AAB via phone or email
- Review of position goals

**Recommended Quarterly Tasks:**

- Provide advice on the development of an event management plan and crisis management plan for the chapter. Educate the membership on implementation of the plan and update annually
- Assist in resourcing speakers to present on health and safety topics
- Become familiar with institution conduct process in order to support chapter through process as needed
- Maintain a working relationship with campus and local police as well as campus conduct (judicial) office

**Recommended Annual Task:**

- Provide advice on the development of an event management plan and crisis management plan for the chapter. Educate the membership on implementation and update annually
- Assist in the presentation of the chapter’s bylaws, membership expectations, judicial board procedures, and other health & safety related governing standards of the chapter
- Assist the chapter in facilitating an understanding of and signing of the Fraternity’s *Standards*
- Assist with officer/chairman transitioning
- Attend PIKE *University* Leadership Summit

*Housed chapters*

- Maintain a working relationship with campus as well as local police, fire inspectors, and health inspectors
- Serve as a liaison to the house corporation for matters related to health and & safety

**Checklists for best practices within the health & safety committee (gathered from the Chapter Self Assessment and [www.pikes.org](http://www.pikes.org)):**

The above is intended to provide the chapter and volunteers with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter or volunteer in any manner. A chapter or volunteer is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter or volunteer.

**Health & Safety**

- 1. Does the chapter complete the *Standards and Position on Hazing*? Yes/No
- 2. Is there a written health & safety program? Yes/No
- 3. Does the chapter have a written crisis management plan? Yes/No
- 4. Has entire chapter been trained on implementation of risk and crisis plans? Yes/No

**Social**

- 1. Have a risk mitigation plan for all events? Yes/ No
- 2. Host events in accordance with the Fraternity *Standards*? Yes/ No
- 3. Social chair meets with health & safety advisor regularly? Yes/ No

**Crisis Awareness**

- 1. Chapter phone tree/texting system for emergency contact? Yes/ No
- 2. Does the chapter go over the crisis management plan at least annually? Yes/ No
- 3. Has one member been designated to respond to media on behalf of chapter in a crisis? Yes/ No

Once the chapter has satisfied these best practices, it is recommended to use the 3 Chapter Performance Checklists – which can be found by following the instructions below:

- Go to [www.pikes.org](http://www.pikes.org)
- Click the Chapter Resources
- Scroll down and select the General Resources and Sample Information tab
- You will find
  - Chapter Performance Checklist I
  - Chapter Performance Checklist II
  - Chapter Performance Checklist III

These documents are designed to be completed in order, where as Checklist I serves to create a foundation with basic strategies and Checklist III includes highly advanced operational practices.

**Contacts**

Position	Name	Phone	Email
Advisor/AAB Chair			
Health & Safety Chair			
Chapter President			
House Manager			
Social Chairman			
Member-at-Large			

***Alumni & Volunteer Department***

The Pi Kappa Alpha Fraternity  
 8347 West Range Cove  
 Memphis, TN 38125  
 901-748-1868