



Fleet Safety Council
Joint Executive Committee
Terms of Reference



Joint Executive Committee Terms of Reference

Note: The following information is intended as an overview of the terms of reference for the Fleet Safety Council (FSC) Joint Executive Committee (JEC). Full details can be found in the FSC Constitution

Purpose

1. To share information among Chapters and with the Infrastructure Health & Safety Association (IHSA).
2. To raise awareness among the members, so new information and significant developments in the area of and health and safety can be passed on to all members provincially.
3. To discuss and advise on the planning and development of the FSC Annual Conference.
4. To advise on the development of new Chapter programs and the expansion of existing Fleet Safety Council initiatives.
5. To function within the parameters of the FSC Constitution.

Scope: This Committee shall inform, advice and make recommendations to the IHSA in matters related to safety and health and safety issues, as per the Constitution.

Composition: Committee membership shall include, Chairperson, Vice-Chairperson or designate. One vote shall be given to each regional Chapter. In the absence of the Chairperson, or designate, from any regional Chapter, their voting privileges may be given to a proxy who attends in their place.

Sub-Committees: The JEC may appoint sub-committees for specific assignments as necessary.

Meetings: Meetings of the FSC JEC to be held as needed or at least annually. The meetings shall be set by the Chairperson at his/her discretion, and with the agreement of the Committee. Majority of Chapters, which must include the Chairperson or designate, constitute a quorum. Other meetings may be held as necessary when called for by the Chairperson. Cancellation of meetings will be given 72 hours in advance.

Reporting: The minutes of all JEC meetings shall be forwarded to the IHSA head office and the Chair of each chapter.

Fleet Safety Council Mission Statement

To promote health and safety within the transportation sector through network support and sharing of information resources, allowing us to be a strong voice for industry.



Recommendations: Any recommendations to be considered by the Committee concerning new policies or programs shall be distributed to the membership together with appropriate background information at least one month prior to the meetings at which time they will be discussed. Recommendations may be presented by any Committee member.

Recommendations may be brought forward by regional Chapter members who are not members of the Joint Executive Committee, providing the Joint Executive Committee Chairperson approves them for presentation to the full Committee.

Communication and Correspondence

1. Formal correspondence requiring a vote at the FSC Chapter level shall receive membership support by way of a motion and a majority vote.
2. Correspondence for the intents of changing legislation and regulations would require a unanimous vote of all IHSA Fleet Safety Council Chapters prior to action by the JEC, or individual Chapter members.

Financial Considerations: Expenses incurred to attend Committee meetings shall be the responsibility of the individual members and/or their regional Chapters. Where possible, Committee meetings will be held in conjunction with other events to keep costs to a minimum.

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