

# **SSMC Governing Document**

## **Board members roles and responsibilities**

Subject to bylaw 7.1.9

**7.1.6 Environmental Health & Safety Committee Chair:** The EH&S committee chair's role is to help members of SSMC to understand OSHA and other safety regulations when it comes to shops, makerspaces, and lab spaces. Duties include, but are not limited to, preside over the EH&S Committee meetings. Help foster and encourage each member to have a working relationship with their EH&S group at their university. To work with the Technical Committee on the review and or development of SCS's for equipment. Make recommended improvements to support shop safety so that members can bring them to the attention of their University's EH&S, or department. The EH&S committee chair shall attend all Board meetings and the annual Conference unless otherwise excused by the Board of Directors.

**7.1.7 Technical Committee Chair:** The Technical Committee chair shall chair the Technical Committee. Duties include, but are not limited to, preside over the Technical Committee meetings, implement the Safety Check Sheet (SCS) repository approval process, create and maintain suitable webpages and data storage systems for member use. The Technical Committee chair shall attend all Board meetings and the annual Conference unless otherwise excused by the Board of Directors.

**7.1.8 Diversity & Inclusion Committee Chair:** This committee on Inclusion and Underrepresented Academic Shops & Underrepresented Members: Duties include, but are not limited to, preside over the D&I Committee meetings. Objectives: The D&I committee will be the outreach arm of SSMC to all academic shops. The goal of this committee will be to increase participation in the SSMC organization and the annual conference by underrepresented academic shops and underrepresented academic professionals and students, while maintaining a diversity of shops that make up SSMC. The D&I committee chair shall attend all Board meetings and the annual Conference unless otherwise excused by the Board of Directors.

**7.1.9 Lunch & Learn Committee Chair:** Duties include, but are not limited to, preside over the Lunch & Learn Committee meetings. Lunch & Learn's goal is to communicate knowledge, professional development, team building, and sharing knowledge of how shops implement safety and operating procedures throughout SSMC. The Lunch & Learn committee director shall attend all Board meetings and the annual Conference unless otherwise excused by the Board of Directors.