



## Safety Coordinator

<p><b>Key Duties</b></p>	<p>The Safety Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over all meetings of the Safety Committee.</li><li>• Be a member of the Hockey Development Committee.</li><li>• Be a member of the Risk Management Committee.</li><li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li><li>• Ensure the Committee works effectively as a team.</li><li>• Efficiently manage meetings with transparent decision-making.</li><li>• Create a Committee environment that does not duplicate operations.</li><li>• Manage conflict of interest issues sensitively and constructively.</li><li>• Proof and approve the meeting minutes prior to their distribution.</li><li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li><li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li><li>• Assist the staff resource person and district Hockey Canada Safety Program (HCSP) Coordinators in the delivery of safety and risk management programs.</li><li>• Assist in the promotion and delivery of Team First.</li><li>• Conduct seminars/workshops on safety and risk management.</li><li>• Maintain open communications with Members in order to identify issues raising safety and risk management concerns and work with Members and others to develop appropriate responses on behalf of BC Hockey</li><li>• Attend Provincial and National seminars on request.</li><li>• Attend BC Hockey Meetings on request.</li><li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li><li>• Assist in building / recommending the program budget.</li><li>• Identify Subject Matter Experts for the Safety Committee.</li><li>• Recommend Safety Committee members.</li><li>• Maintain a strong working relation with the staff resource and Committee.</li><li>• Such additional duties as may be delegated to the Safety Coordinator by the Hockey Development Committee Chair or the Risk Management Committee Chair from time to time.</li></ul>
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