

Security & Emergency Preparedness Committee job description

Purpose of the Policy

To ensure the co-op maintains the security of the co-op's grounds, members and data
To ensure that the co-op is prepared for a disaster

Source of authority:

- committee members are approved by the board (refer to Rule 20)
- the committee is accountable to the board
- the committee reports to the board monthly and the general membership at general meetings.
- committee members may be removed by the board

Committee size: minimum of four, maximum of nine

Term of office for Chair: one year, no greater than a continuous period of three years

Chair: the members of the committee elect the chair annually, in January
Members of the committee are not restricted in their term of membership

Quorum: three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance

Members missing three meetings in a row without sending regrets will no longer be on that committee

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00
with the exception of the Maintenance Committee whose limit is \$ 5,000

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines



Duties and responsibilities

1. Research current developments in Security and Emergency Preparedness
2. Develop long-term plans for Security and Emergency Preparedness
3. Educate the members of the co-op on matters of Security and Emergency Preparedness
4. Maintain a good relationship with the Police and neighbourhood community policing groups
5. Maintain a good relationship with Municipal Emergency Preparedness organisations
6. Establish and maintain a communication system for the purpose of better security and emergency preparedness within the co-op
7. Establish and maintain a system to assist vulnerable co-op members in the event of a disaster
8. Encourage Block Watch systems within the co-op
9. Work with the Maintenance Committee and staff to Monitor the effectiveness of the locks on the gates, apartment building, office and garage entrances and ensure they are in good working condition
10. Work with the Maintenance Committee and staff to Monitor the effectiveness of the lighting on the grounds, in the parking garages and in the public areas of the apartment building
11. Ensure that the Co-op Coordinator maintains current and accurate records for all electronic locks
12. Work with the PIPP officers to ensure that computer data systems are secure
13. Make recommendations to the board regarding matters of security
14. Make recommendations to the board regarding matters of emergency preparedness
15. Research grants and alternate forms of funding for the above projects
16. Administer the committee budget

Approved 20 September
replacing policy of April 25, 2007

