

## **NAR COMMITTEE SERVICE STANDARDS**

### **General Expectations of All Committee Chairmen:**

1. I will deliver the service to NAR members for which this committee is responsible, meeting both the general and specific expectations established by the NAR President for my Committee with high standards of timeliness and quality, and with polite and responsive customer service.
2. I will conduct my Committee's operations in accordance with the policies of the NAR and the directives of the NAR President and Board of Trustees, and will seek guidance from the NAR President when in doubt as to these policies and directives.
3. I will maintain full accountability and careful records for the funds allocated to me by the NAR or collected in connection with my Committee's operations, spending these funds only on NAR official business. If in doubt as to the propriety of an expense, I will consult with the NAR Treasurer before incurring it. I will not obligate the NAR to financial liabilities except as specifically approved by the NAR President or Board of Trustees. I will report to the NAR Treasurer by February 1 of each year a full accounting for the income and expenses of my Committee.
4. I will provide a semiannual summary report of my Committee's activities and recommendations to the NAR President by the deadline that he establishes, generally 30 days prior to each regular semiannual meeting of the NAR Board of Trustees.
5. I will respond to phone calls, letters, or e-mails from the NAR President within 7 days. I will advise the NAR President of those periods when I am traveling for a period of greater than two weeks and am unable to respond to mail or phone calls. If I have work or personal issues that make me unable to deliver the services of my Committee or respond promptly to NAR member customers, or if my Committee workload exceeds my ability to sustain quality service, I will promptly advise the NAR President and request assistance or replacement.
6. I will maintain inventory records of my Committee's equipment, supplies, and any subscriptions or services purchased by NAR members from my Committee but not yet delivered. I will turn over these records, my Committee's supplies and equipment, and my financial records to my

successor as Committee Chairman or to whomever the NAR President directs within 30 days of relinquishing my Chairmanship of this Committee.

7. I will promptly report to the NAR President any conflicts of interest between my NAR volunteer position and duties and my employment or my personal relationships. I will not provide personal information on NAR members or information provided to me in confidence in connection with my NAR duties to anyone except those authorized by the NAR President to receive it.

8. I will supervise the performance of any assistants or subcommittee chairmen who report to me, and will ensure that they also meet the service expectations for my Committee.

## **SAFETY**

Current Committee Purpose: To champion the NAR's Safety Codes and guidance and actions on matters of safety, based on accurate data and rigorous analysis.

NAR By-Laws Language: Article 11, Section 15: The Safety Committee shall have as its duties collection of safety data, analysis of any significant range safety incidents, periodic review and improvement of recommended range procedures and operations in light of safety data, safety education and communication of improved practices to Association members, and recommendation of changes to NFPA Codes 1122, 1125, 1127 or NAR Safety Codes to the NAR Board of Trustees.

Specific Expectations for Safety Committee Chair or designees

1. I will review all available information on near-misses, incidents, and accidents, and provide timely recommendations on lessons learned, as appropriate. I will ensure that information on significant incidents or accidents involving claims on NAR insurance is reviewed by the Safety Committee as a whole.
2. I ensure that appropriate expertise is available on the Safety Committee or through other contacts in order to provide rigorous analysis as required.
3. I will ensure that NAR sections have continuous access to safety-related information, including safety briefings, data collection instruments, and

notifications of lessons learned from analysis of flight statistics and significant incidents.

4. I will provide safety-related articles to NAR publications at least once per year.

5. I will decline to participate on any disciplinary committees appointed by the President to investigate safety code violations by members. However, I will provide to any such committees interpretations of the Safety Code relevant to any evidence that is gathered.

6. I will advise the President and the Board of Trustees concerning issues of Safety, including changes to the NAR Safety Codes and NFPA 1122, 1125, and 1127 raised as a result of our activities or by NAR members, incorporating the comments of Safety Committee members and other interested parties.

7. I will answer any safety-related question from members within forty-eight hours of receipt, or advise the member when an answer will be forthcoming and why it can not be provided immediately.