What is the Role of the Safe States Alliance Executive Committee?
The Executive Committee is responsible for:
- Setting the strategic direction and vision
- Determining organizational policies
- Setting priorities; and
- Overseeing the budget and programmatic operations.

Who makes up the Executive Committee?
The Executive Committee consists of five (5) officers and seven (7) At-Large Members. Officers include:
- President
- President-Elect or Past-President
- Vice-President
- Secretary
- Treasurer

Standing committee and Special Interest Group (SIG) chairs serve as non-voting advisory members to the Executive Committee.

How much time is required of Executive Committee Members?
The Executive Committee holds quarterly virtual meetings (Jan/Apr/July/Oct), currently taking place the fourth Thursday of the month from 3:00 to 4:45 p.m. ET. Face-to-face meetings are held once each year at the Annual Conference. Other special events and meetings may be planned during the year. Other time commitments may include:
- Preparing for meetings by reading background materials
- Serving as a committee or workgroup chair or vice-chair (generally monthly calls)
- Taking a leadership role on special projects/duties as assigned
- For officers, attend quarterly Management Team meetings
- Representing Safe States at national meetings and events

Election Process
The Safe States Alliance Management Team, with support from the Executive Director, solicits written nominations from the membership. The team prepares a ballot of candidates who have submitted written consent to serve on the Executive Committee, which is disseminated to all members for secure online voting. The Management Team and Executive Director will certify the online election report and announce the results. Newly elected officers will take office October 1, 2021.

2022 Opportunities to Serve
- **Secretary**, one (1) position available, (two-year term) – Generates the initial draft of minutes before distributing to the Executive Committee for approval and performs other secretarial duties as assigned.
- **Treasurer**, one (1) position available, (two-year term) – Serves on the Finance/Audit Committee, is the liaison between the Executive Committee and the auditing firm, and reviews financial reports and records monthly.
- **At-Large Member**, four (4) positions available, (two-year term) – Represents the interests of the general membership; works with other Executive Committee members on regular and special projects, duties and initiatives.

Who is eligible for nomination?
Any member of the Safe States Alliance is eligible for nomination to the Executive Committee. Officers (President and Vice-President) of the Safe States Alliance must have been members of the Safe States Alliance for at least twenty-four (24) months; have been active on a committee or workgroup for at least twelve (12) months; and have worked in the field of injury and violence prevention for at least twelve (12) months. Other members of the Executive Committee (At-Large Members) must be members in good standing.

Responsibilities of the Executive Committee Member
Agree to and follow the guidelines and responsibilities outlined in the [Executive Committee Commitment Form](#), including the following:
- Understand and demonstrate a commitment to the Safe States Alliance mission and programs
- Regularly participate in Executive Committee meetings, and secure access to, and utilize, video conferencing
- Prepare for meetings by reading agendas, minutes, reports
- Keep-up on issues, contributing through active participation
- Understand and monitor the association’s financial affairs, ensuring compliance with legal and regulatory requirements
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality