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CHASE Committee Charter

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I. Introduction (CHASE Agreement September 2012)

a. In October 2002, the Associated General Contractors of Minnesota (AGC of MN) and Minnesota Occupational Safety and Health Administration (MNOSHA) met to discuss a partnership charter that mutually recognizes the importance of providing a safe and healthful work environment in the construction industry, in addition to formalizing a long-standing relationship between the two organizations. To advance a mutual goal, they strongly agreed on the need to develop a working relationship that creates mutual trust and respect for the respective roles of each organization in the construction safety process. It was agreed upon that the Construction Health and Safety Excellence (CHASE) Minnesota partnership agreement would be the basis for the local agreement. Revisions to this partnership were made in August 2012.

II. Modifications / Clarifications to the CHASE Agreement

a. Information submitted by contractors as part of the application or renewal process, as well as information obtained by virtue of the contractor's application or participation in the program, will be held in strict confidence with the CHASE committee sponsor. The information will be used only to measure the effectiveness of the partnership program.

b. The AGC of MN designated representative (committee sponsor) is responsible for the following program monitoring activities:

   i. Review of participatory firm's activities to ensure compliance with the partnership requirements, including random on-site visits of participant contractor worksites; and

   ii. Implement recommendations (from the CHASE committee) for CHASE program improvements.

III. Committee Goal

a. The oversight of the CHASE program, identified as the AGC of MN representative in the original partnership agreement, can no longer remain in the hands of an individual director. A single person cannot accurately represent the interests and idiosyncrasies of a variety of company specialties and cultures. Therefore, to improve CHASE, AGC is hereby transferring ownership of the CHASE program and its requirements to the CHASE committee. This change will facilitate discussion about needed program changes, will broaden CHASE ownership to better reflect AGC's diverse membership and ensure its continued existence for further generations.

IV. Committee Purpose

a. While the CHASE program has proven effective, and contractor participation has grown continually over the past twenty years, programmatic adjustments to reflect a changing industry are warranted. Evolution in project delivery, contracting methods, safety specifications, workforce demographics, training and experience levels, and owner expectations necessitate a review by CHASE stakeholders to make it even more effective and relevant. It is in this frame of

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reference that the CHASE committee will review the tiered requirements for CHASE membership and make program changes reflective of current best practices.

V. Operating Guidelines

a. Frequency

i. Quarterly Meetings, in conjunction with OSHA's Quarterly Partnership meeting.

1. Q1 (Feb) : Intro to new committee chairs
2. Q2 (May) : Review and update of CHASE partnership agreement language
3. Q3 (August) : CHASE program update (prior to distribution)
    a. October Mid Month : Review Committee applications and Ballot.
4. Q4 (November) : Nominate and Elect new committee chairs.

ii. Additional meetings may be required for special projects/tasks.

b. Format (general)

i. Personal/Professional Best
ii. Safety Moment
iii. Quarterly Business
iv. CHASE Program Status Update
    1. Annual Audit Updates
    2. Random Inspections
    3. New Applicants
    4. Level Changes to CHASE members
v. Current trends
vi. Old business
vii. New business
viii. Close.

VI. Members, Roles, and Responsibilities

	Even Year	Odd Year	Even Year	Odd Year
Vice Chair	X	X	X	X
Chair				
Past Chair				
Member 1	X		X	
Member 2		X		X
Member 3	X		X	
Member 4		X		X

a. Chase Committee Membership

i. Number / Qualification of Committee Members

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1. The CHASE committee will consist of seven (7) individuals excluding AGC facilitators. Any officer, director, shareholder, partner, or member of the AGC is eligible to serve as a committee member. Annually elected to serve with a minimum duration of two years as elected by the CHASE committee. however, that a director who is also serving as an officer of the Association may serve as a director until the end of his or her term as an officer, even if, as a result, the director serves as a director for more than three (3) years. Elections will be held annually or as needed to maintain a committee size of seven, pending expiration of membership terms.

ii. Roles

1. Sponsor / Co-Sponsor (AGC of MN Representative) – No term limit, directed by AGC of MN.
    a. Facilitates the collection and distribution of information/ performance indicators.
    b. Maintains a working relationship with the DLI.
    c. Review of participatory firm's activities to ensure compliance with the partnership requirements, including random on-site visits of participant contractor worksites; and
    d. Implement recommendations and proposed changes from the CHASE committee for program improvements in partnership with MN DLI.
    e. Take meeting notes and distribute them from CHASE committee meetings.
        i. Include the name of the committee, date, time and place of the meeting. Note the chairperson's name, members present and absent, and other key people in attendance.
        ii. Note all formal motions of passage and defeat.
        iii. Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
        iv. Include a brief summary of discissions.
        v. Provide information on the time and place of the next meeting.
        vi. Distribute the report to all committee members, including those who did not attend, within 1 week. Formal committee approval not required.
2. CHASE Committee Vice Chair/Chair/Past Chair (3) – 1-year term in each seat
    a. Vice Chair appointed annually from CHASE Committee Members.
    b. Represents the interests of the CHASE program at quarterly partnership meetings.

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c. The Committee Chair, where appropriate, guides the committee in proposing items that will further the goals and objectives of the association.
d. The Committee Chair evaluates the committee's efforts and communicates accomplishments to the committee.
e. The Committee Chair evaluates the committee's efforts and communicates accomplishments to the committee and Association leadership.
f. Chair is responsible for establishing a Quorum and calling for a vote on changes.

3. CHASE Committee Member (4) (2-year term)
   a. A position appointed to the individual; not the organization from which they are currently employed.
   b. Study the minutes of the previous meeting before coming to the committee meeting; ask for clarification if any items are unclear. Review supporting materials.
   c. Stick to the agenda during the meeting; bring up new business at the appropriate time.
   d. Maintain a knowledge base of your company's procedures, culture, and operations – to provide meaningful feedback representative of your position for business items.
   e. Maintain 75% annual participation required to retain status as a member.

iii. Appointment Process:
   1. September Early – AGC Sponsor request applications for applicable seats from CHASE Members. Allow 30 Days, promote at Safety Committee.
   2. October Early – AGC Sponsor to review applications and propose Ballot to AGC Committee to review. Allow 2 weeks.
   3. October Mid Month – AGC Sponsor send out ballot to CHASE Committee members, for Voting.
   4. November Committee Meeting Review and Confirm Committee Elections
   5. December AGC Sponsor sends out invites for next years meeting.
      a. Exiting members can reapply for another open seat if no other applicants received. Ballot preference will be given to new applicants.

iv. Resignation of CHASE committee members
   1. A CHASE committee member may resign at any time by giving written notice to the committee chair and CHASE committee Sponsor/Co Sponsor. Resignation is effective without acceptance.

v. Removal of CHASE committee members

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1. A committee member may be removed from the committee, with or without cause, by the affirmative vote of the majority of the members present at the quarterly scheduled meeting.

vi. Vacancies
   1. In the event of a vacancy created by removal or resignation of a committee member, a successor to fill the unexpired term will be elected by the affirmative vote of a majority of the remaining members.

vii. Proxies
   1. Neither a director nor a committee member will appoint a proxy for himself or herself, nor will he or she vote by proxy.