

Security Committees

Overview

Your organization may benefit from the creation of a security committee. A security committee can help bring staff and leadership together to ensure that there is maximum “buy-in” to a security plan. Depending on the type of institution, professionals and leadership working together can help ensure that the institution’s wider constituency accepts the plan and thus complies more readily with implemented changes —something that can mean the difference between effective solutions and failure. Moreover, leadership can work to reassure constituents, without revealing too much, that the institution takes security seriously. Security planning is a process that may be undertaken by a security committee with the advice and consent of your board.

A security committee can assist you in maintaining a high level of awareness and training. The committee should have responsibility for ongoing maintenance of security procedures and training and can help devise and implement your training regimen. A security committee provides an excellent opportunity for involving lay leaders in the security of your institution.

Having an emergency management committee, composed of lay leaders and staff members, that meets periodically can help ensure that the issue of risk management receives ongoing attention. This committee also needs to evaluate the strategies it implements. Have the emergency management techniques had the desired impact? Were injuries or accidents reduced? Did insurance premiums go up or down at renewal? Is the plan having the desired impact or do you need to make some revisions?

Role of the Security Committee

It is the responsibility of the Security Committee to provide regular safety/security staff training to all staff members, specialized safety/security training to selected staff, update security manual, supervise proper maintenance of all security/safety equipment and implement all safety/security procedures as necessary.

Responsibility

The overall responsibility for all security matters is vested in a committee composed of professional and lay leaders and may include security director, facilities manager, organization leadership, board chairs and other stakeholders.

The security committee chair is responsible for oversight of security/safety matters relating to the organization (Federation) operations and outside events. In the absence of the security committee chair, the security director or facilities manager should be appointed to serve in his/her place. The responsibility includes oversight of:

- Security arrangements for events both in and out of the building
- Any other areas that relate to the security of the building

- Review of activity logs of security personnel on a weekly basis

The security director/facilities manager is responsible for security matters relating to the organization (Federation) building. The responsibility includes oversight of:

- Entrance to and exit from the building
- Access to building in off hours
- Deliveries to and from the building
- Maintenance and management of Federation building alarm system

Events

The senior staff person responsible for each event will coordinate and plan with the security committee chair, or another member of the security committee, for security at all functions sponsored by the organization (Federation), whether inside or outside the organization (Federation) building.