

## University Apartments South Residents' Association (UASRA)

### Safety and Health Delegate

#### PURPOSE

The purpose of the Safety and Health Delegate is to serve as a resource for residents, board members, and unit representatives and to provide suggestions on safety and public health issues related to the UAS. The Safety and Health Delegate will coordinate with UAS management, UCPD, other local enforcement and health agencies and UCLA groups to address residents' concerns and issues on safety and health hazards. This position will be reviewed by the board semi-annually for productivity and benefit for residents.

#### DESCRIPTION

The Safety and Health Delegate is an elected officer in the UASRA. He/she is under the jurisdiction of the President.

#### ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

#### RESPONSIBILITIES

##### A. Meetings

1. The Safety and Health Delegate is required to attend monthly General Assembly (GA) meetings. He or she is also required to attend General Board meetings if invited. It is at the GA meeting that the Safety and Health Delegate has an opportunity to report any information regarding their duties or reminders to the General Assembly. The Safety and Health Delegate is responsible for working with the Secretary to relay the information presented in GA meeting to residents.
2. If unable to attend a meeting, the Safety and Health Delegate should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. The fine for not attending a meeting without proper notification is \$40 per meeting. If more than two meetings are missed, with proper notification for an excusable reason, a \$20 fine will be issued per additional missed meeting. Three tardies will count as one absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.

##### B. Newsletter

1. The Safety and Health Delegate must write two articles on safety or health issues, one in the fall and one in the spring. These articles should include information for residents about opportunities on campus and in the wider community about events, speakers, and workshops relating to health and safety.
2. These articles must be submitted to the Newsletter Editor by the Newsletter submission deadline (the 25<sup>th</sup> of the month prior to the month in which they are to appear in the Newsletter).
3. The fine for failing to submit the article to the Newsletter Editor by the following Newsletter submission deadline is 20% of the monthly stipend, not to exceed \$50.

##### C. Events/Workshops

The Safety and Health Delegate must organize two events/workshops to educate residents on safety and health issues. It is recommended that these workshops and events be organized in collaboration with local and UCLA agencies such as UCPD, neighborhood councils and non-profit organizations. Each event must be approved by the President or Vice President. The fine for failing to organize an event is \$65. The deadline for organizing the first event is February 15<sup>th</sup> and the deadline for organizing the second event is June 5<sup>th</sup>.

D. Neighborhood Watch and Annual Reporting

The Safety and Health Delegate is responsible for organizing a neighborhood watch and involving residents in the process. The finding and observations of the neighborhood watch should be reported to UASRA Board. At least once per year, The Safety and Health Delegate should perform a walkthrough of the premises of University Apartments South and report their findings and residents' ongoing concerns to the President and/or Vice President and propose any maintenance, health and safety suggestions to UAS Management, UCPD and the UASRA Board. The Safety and Health Delegate is encouraged to involve the UCPD Crime Prevention unit and ask their assistance in addressing these issues. The fine for not coordinating the annual safety and health report to UASRA Board is \$40.

If the Safety and Health Delegate decides to resign, he or she must provide a written notice to the President at least 30 days before resignation.

STIPEND

The Safety and Health Delegate is to be paid his or her stipend monthly.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Safety and Health Delegate

Name: \_\_\_\_\_

If nonstudent, Name and student ID of Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Complex: \_\_\_\_\_

\*By-laws subject to change with General Assembly approval