


**UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET**  
**University of Louisiana at Monroe**

<b>Committee/Council Name:</b>		Institutional Biosafety Committee	
<b>Committee Type:</b>		<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc	
<b>Reports to:</b>		Chief Innovation & Research Officer (CIRO)	
<b>Term/Date formed:</b>		2008-2009	
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 11</b>			
<i>Faculty Senate Member(s):</i>		N/A	
<i>Staff Senate Member(s):</i>		N/A	
<i>Faculty/Staff Members:</i>		Arts, Education and Sciences-2; Health Sciences-1; Pharmacy-2; Community-2	
<i>Student Members:</i>		N/A	
<i>Ex Officio Members:</i>		2-OSPR	
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>		Appointed by Chief Innovation & Research Officer (CIRO)	
<i>Co- or Vice-Chair:</i>		N/A	
<i>Secretary:</i>		Elected from the committee members	
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
To enforce policies and guidelines related to the use of all potentially hazardous biological agents and to ensure adherence to federal standards set for the handling of these agents. Develop a rotation policy.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
This committee does not have a rotation policy. Committee members are queried each year to determine if they wish to remain. CIRO may select a replacement for a member if it is determined that the member has an excessive committee load.			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>		The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.	
<i>Co- or Vice-Chair:</i>		N/A	
<i>Secretary:</i>		Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.	
<i>Faculty Senate Member(s):</i>		N/A	
<i>Staff Senate Member(s):</i>		N/A	
<i>Faculty/Staff Members:</i>		Participate in committee responsibilities.	
<i>Student Members:</i>		N/A	
<i>Ex Officio Members:</i>		Represent the office that they hold and participate in all committee responsibilities.	
<b>Last updated</b>	<input checked="" type="checkbox"/>	Date: <u>10/21/21</u>	Signature:  Chair
<b>Last reviewed</b>	<input checked="" type="checkbox"/>		