

Annex A
To By-Laws of Eastern Shore Ground Search and Rescue Team

JOB DESCRIPTION

President

1. Overview: Lead and manage the Team to maintain a viable ground search and rescue capability to the extent required by Agencies of Jurisdiction and to do so in the best manner possible given the available financial and human resources.
2. Reports to: The Team members.
3. Duties include:
 - a. Ensures that the Executive Committee and its members are aware of and fulfill their governance responsibilities; comply with applicable laws and by-laws; and conduct Executive Committee business effectively and efficiently.
 - b. Presides over Executive Committee meetings and Team general meetings.
 - c. Ensures that an agenda is planned for Executive Committee meetings and Team general meetings.
 - d. Votes at meetings as prescribed in the by-laws.
 - e. Ensures that the Team maintains positive and productive relationships with other Teams, RCMP, local police, EMO, NSGSARA, media, donors, and other organizations. In this capacity, the President serves as the primary spokesperson for the Team.
 - f. Ensures that the Team is represented at NSGSARA and RESAR meetings.
 - g. In his capacity as a designated signing officer of the Team, the President signs or countersigns cheques, correspondence, applications, contracts or other documents on behalf of the Team.
 - h. Ensures that structures and procedures are in place for effective recruitment, training, preparedness, readiness and employment of Team members.
 - i. Ensures that the structures and procedures are in place for securing the financial resources required by the Team.
 - j. Depending upon the Team's needs and as prescribed in the by-laws, establishes or proposes the establishment of committees, and assigns tasks and delegates responsibilities to Executive Committee members.

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Vice President

1. Overview: Substitute for President.
2. Reports to: Team President.
3. Duties include:
 - a. Assist the President as required.
 - b. At the request of the Executive Committee and subject to its directions, performs the duties of the President during his/her absence, illness or incapacity or during such period as the President may request them to do so, as prescribed in the by-laws.
 - c. Presides over Team general meetings and Executive Committee meetings in absence of the President.

Secretary

1. Overview: Responsible for non-financial record keeping.
2. Reports to: Team President.
3. Duties include:
 - a. Meetings of the Executive Committee called by the Secretary.
 - b. Performs such other duties as may be assigned by the Executive Committee.
 - c. Maintains/updates Team Joint Stocks registration and information.
 - d. Registration of copies of every special resolution with Joint Stocks
 - e. Holds the ESGSAR seal.
 - f. Preparation of minutes, custody of the books and records (non-financial), and custody of the minutes of all Team meetings and Executive Committee meetings.
 - g. Handles all correspondence to and from the Team as directed by the Executive Committee.

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- h. Reports at meetings correspondence received since the last meeting.
- i. Responsible for City Watch callout for Team general meetings.
- j. Creates and maintains a system of recognition for member's contributions to the Team.

Search Director

1. Overview: Supervises and coordinates training of the Team Search Managers. Represents the Team on all search related matters.
2. Reports to: Team President.
3. Duties include:
 - a. Acts as the primary emergency Team contact. Responsible for Team mobilization.
 - b. Acts as Search Manager on searches or ensure a trained alternate is available.
 - c. Arranges for and chair monthly Search Management Committee meetings.
 - d. Creates and maintains the Search Management pre-plan.
 - e. Arranges and coordinates training of the Team Search Managers.
 - f. Ensures Team Search Managers meet the requirements of the Nova Scotia Ground Search and Rescue Association.
 - g. Recruits and supervises the training of Search Manager trainees.
 - h. Works in close consultation with the Training Officer to review and recommend training as per NSGSARA requirements and note deficiencies.
 - i. Attends Team meetings and training sessions as required.
 - j. Represents the Team as a Director of the Nova Scotia Ground Search and Rescue Association.
 - k. Appoints an alternate Director to the Nova Scotia Ground Search and Rescue Association.
 - l. Represents the Team on all search matters and search related bodies including HRM RESAR, ESJEM, EMO Zone meetings, etc.

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Treasurer

1. Overview: Responsible for Team finances. Liaison with bookkeeper. Presents financial statements as required.
2. Reports to: Team President.
3. Duties include:
 - a. Ensures bills and invoices are paid in a timely manner.
 - b. Issues reimbursement cheques and tax receipts.
 - c. Submits receipts, invoices, etc, to bookkeeper on a regular basis.
 - d. Is the liaison with the Team bookkeeper.
 - e. Requests financial documents from bookkeeper and auditor as required.
 - f. Submits search expense claims to EMO Zone Controller and evidence search claims RCMP, and tracks payment status.
 - g. Documents monies received for accounting purposes.
 - h. Documents monies spent on searches and normal team operation for accounting purposes.
 - i. Files financial documents in a locked cabinet.
 - j. Destroys financial documents older than 7 years.
 - k. Attends Executive Committee and Team general meetings.
 - l. Represents the Team's financial interests at meetings as required.
4. The position of bookkeeper is optional. A Treasurer with the appropriate skills and time may take on the duties of the bookkeeper if he/she requests it and with the agreement of the Executive.

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Training Officer

1. Overview: Responsible for all Team training.
2. Reports to: Team President.
3. Duties include:
 - a. Arranges and chairs Training Committee meetings.
 - b. Recruits Training Committee members and training instructors.
 - c. Responsible for ensuring Team training minimally conforms to the standards of the Nova Scotia Ground Search and Rescue Association (NSGSARA).
 - d. Represents the Team on all training related issues including bodies such as NSGSARA, RESAR, etc.
 - e. Has power of approval over all Team training.
 - f. Responsible for coordinating all Team training.
 - g. Attends monthly meetings of the Executive Committee.
 - h. Works in close consultation with the Search Director to ensure Team training meets the requirements of the Search Management Committee.
 - i. Researches new training methods, new courses and ways to improve on current training.
4. Of note, the Training Officer is not responsible for training of the Search Managers. Training of the Search Managers is the responsibility of the Search Director.

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Equipment Officer

1. Overview: Responsible for Team purchasing and sales of team clothing.
2. Reports to: Team President.
3. Duties include:
 - a. Team purchasing (unless specialized knowledge is required as directed by the Executive).
 - b. Works in consultation with the Logistics Committee to perform post-search re-supply of equipment.
 - c. Coordinates sale and inventory of Team clothing/gear and ensure payment is received.
 - d. Submits monies to the Treasurer and keep records of transactions as required by the Treasurer.
 - e. Manages and secures the clothing/gear locker.
 - f. Keeps the list of personal clothing qualifying for 50 percent reimbursement as prescribed in the by-laws.
 - g. Researching/improving Team clothing offerings.
 - h. Attends events as required to be available for sales of clothing/gear.

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Event Coordinator (non-elected position; non-Executive Committee position)

1. Overview: Provides/coordinates logistics support for non-search Team events.
2. Reports to: Logistics Committee.
3. Appointed by: Logistics Committee.
4. Duties include:
 - a. Food/meal preparation.
 - b. Facilities setup/decoration.
 - c. Making catering arrangements if required.
 - d. Assists with event planning.
 - e. Acts as a resource as required for the team Executive.

Fleet Manager (non-elected position; non-Executive Committee position)

1. Overview: Manages and maintains the Team's vehicles.
2. Reports to: Team Executive.
3. Appointed by: Team Executive
4. Duties include:
 - a. Arranges to have required maintenance performed on the Team vehicle(s).
 - b. Creates and maintains pre-trip walk around checklists for all vehicles.
 - c. Creates and maintains vehicle trip log books and vehicle sign-out system.
 - d. Researching methods to enhance the performance and effectiveness of the Team vehicles.
 - e. Works in consultation with the Training Officer to provide/arrange vehicle driver training and upgrading for Team members.
 - f. Acts as a resource as required for the Search Director, Training Officer and the Team Executive in general.