

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

COMMITTEES

By-laws Committee

1. Purpose: To review the Team by-laws on a yearly basis.
2. Reports to: Team Executive.
3. Chairperson: Appointed by the Executive Committee.
4. Members: Recruited from the general membership.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
6. Examples of regular duties:
 - a. Conducts an annual review of the Team by-laws.
 - b. Presents to the Executive, suggestions for additions, deletions and/or modification of the Team by-laws resulting from the annual review.
 - c. Presents by-law modification motions to the Team in accordance with applicable law, the by-laws of the Team and the direction of the Executive.
 - d. Performs such other duties as may be assigned by the Executive Committee.

Membership Committee

1. Purpose: To maintain membership records and provide member outreach.
2. Reports to: Team Executive.
3. Chairperson: Appointed by the Team Executive.
4. Members: Recruited from the general membership. Various proficiencies are needed including interpersonal communications skills, computer knowledge, experience in telephoning, etc.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
6. Examples of regular duties:
 - a. Conducts new member interviews/surveys.
 - b. Conducts member outreach as required.

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- c. Manages the Junior member program.
- d. Manages SAR license plate records.
- e. Manages blue cards.
- f. Manages orange cards.
- g. Manages ID cards.
- h. Manages City Watch list.
- i. Manages attendance records.
- j. Manages member qualifications records.
- k. Acts as a resource for the Executive and other Committees as required.
- l. Provides information to the Membership Review Committee as required.

Logistics Committee

1. Purpose: To provide logistics support during searches and non-search events.
2. Reports to: Team Executive (for non-search events). Search Director (for searches).
3. Chairperson: Appointed by the Team Executive.
4. Members: Recruited from the general membership. Various proficiencies are needed including event planning, facilities decoration, food preparation, catering arrangements, etc.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
6. Examples of regular duties:
 - a. Provides logistics support during searches.
 - b. Provides logistics support during non-search Team events.
 - c. Recruits Logistics Officers.
 - d. Recruits bus support members.
 - e. Works in consultation with the Search Director to review/improve search logistics.

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- f. Works in consultation with the Training Officer to provide training for Logistics Officers.
- g. Works in consultation with the Treasurer to review/improve logistics re-supply/purchasing system.
- h. Provides support and guidance to the Event Coordinator.
- i. Maintains a logistics inventory.

Communications Committee

- 1. Purpose: To support and maintain the Team's satellite and radio communications equipment.
- 2. Reports to: Team executive.
- 3. Chairperson: Appointed by the Team Executive.
- 4. Members: Recruited from the general membership. Members should have at least basic communications proficiency and a desire to learn.
- 5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
- 6. Examples of regular duties:
 - a. Supports and maintains the Team's satellite and radio communications equipment.
 - b. Creates and maintains a charging schedule for the Team satellite phones.
 - c. Continually assesses and evaluates the Team's communications needs.
 - d. Be available as a resource for the Search Director and Training Officer (and the Executive) as required.
 - e. Maintains the Radio log.
 - f. Maintains/updates Team communications procedures in consultation with the Search Director and Training Officer.
 - g. Maintains an inventory of Team communications equipment.

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IT Committee

1. Purpose: To provide support and maintenance of the Team's computers, GPS receivers, networking devices and related equipment.
2. Reports to: Team Executive.
3. Chairperson: Appointed by the Team Executive.
4. Members: Recruited from the general membership. Members should have at least a basic IT proficiency and a desire to learn.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
6. Examples of regular duties:
 - a. Re-configures GPS units after a search (includes ensuring all GPS data has been captured).
 - b. Regular data backups of team computers.
 - c. Ensures Team computers have all applicable security patches applied.
 - d. Ensures anti-virus software on Team computers is current and definition files are as recent as possible.
 - e. Creates and maintains a charging schedule for the Team computers.
 - f. Continually assesses and evaluates the Team's IT and data management needs.
 - g. Be available as a resource for the Search Director and Training Officer (and the Executive) as required.
 - h. Maintains the GPS/Computer binder on behalf of the Training Committee.
 - i. Maintains an inventory of computer, networking, GPS and related equipment.
 - j. Apply updates to OziExplorer as required.
 - k. Maintains the Team software lending library.
 - l. Maintains the Team website.

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Safety Committee

1. Purpose: To ensure the Team meets all required safety standards and assists with Safety Officer training.
2. Reports to: Team Executive.
3. Chairperson: Appointed by the Team Executive.
4. Members: Recruited from the general membership. Should have some background in workplace safety or related areas.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary).
6. Examples of regular duties:
 - a. Ensures the Team meets applicable NSGSARA and RESAR safety standards.
 - b. Maintains the Team Safety Manual.
 - c. Continually assesses and evaluates the Team's safety requirements.
 - d. Be available as a resource for the Search Director, Training Officer and the Executive as required.
 - e. The Committee Chair is the Team representative to the NSGSARA Safety Committee.
 - f. Maintains an inventory of Team safety equipment and ensure all such equipment is useable and updated (ie. expiry dates on flares).
 - g. Works in conjunction with the Training Officer and Search Director to provide Team safety training.
 - h. Works in conjunction with the Training Officer and Search Director to develop, implement and maintain Safety Officer training and recruitment..

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Ways and Means Committee

1. Purpose: Conduct approved fundraising projects for the Team.
2. Reports to: Team Executive.
3. Chairperson: Appointed by the Team Executive.
4. Members: Recruited from the general membership. Members with previous fundraising experiences are preferred but this is not a requirement of membership.
5. Meetings: As required by the Chair, following standard notification procedures (via Secretary)
6. Examples of regular duties:
 - a. Conducts approved fundraising projects.
 - b. Submits funds raised to the Treasurer.
 - c. Keeps records of funds raised as required by the Treasurer.
 - d. Ensures dates of major fundraising projects are listed on the Team website.
 - e. Committee Chair reports results of fundraising projects at Executive and Team general meetings.
 - f. Performs such other duties as may be assigned by the Executive Committee.