

ESGSAR JOB DESCRIPTIONS

President

1. Overview: Lead and manage the Team to maintain a viable ground search and rescue capability to the extent required by Agencies having Jurisdiction (AHJ) and to do so in the best manner possible given the available financial and human resources.
2. Reports to: The Team.
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 bylaws; and conduct Executive Committee business effectively and efficiently;
 - b. Presides over Executive Committee meetings and General Meetings;
 - c. Ensures that an agenda is planned for Executive Committee meetings and General Meetings;
 - d. Votes at Meetings as prescribed in the ESGSAR bylaws;
 - e. Ensures that the Team maintains positive and productive relationships with other SAR 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 their capacity as a designated signing officer of the Team, the President signs or countersigns all 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 deployment 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 bylaws, establishes or proposes the establishment of committees; and,
 - k. Assigns tasks and delegates responsibilities to Executive Committee members.

Vice President

1. Overview: Second to, and—when required by the President or ESGSAR Bylaws—substitute for, the President.
2. Reports to: Team President.
3. Duties include:
 - a. Assist the President as required;
 - b. Attend Executive Committee Meetings;

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- c. At the request of the Executive Committee and subject to its directions, performs the duties of the President during their absence, illness or incapacity or during such period as the President may request them to do so, as prescribed in the bylaws;
- d. Presides over 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. Calls all general Team and Executive Meetings, and all Special Executive/Team Meetings;
 - b. Attends all general Team and Executive Committee Meetings, and all Special Executive/Team Meetings;
 - c. Performs such other duties as may be assigned by the Executive Committee;
 - d. Ensures Team Registrations and Team Information is maintained and updated with Joint Stocks as prescribed;
 - e. Ensures Special Resolutions of the Team are submitted to Joint Stocks as prescribed
 - f. Holds the ESGSAR seal;
 - g. Maintains custody of Team records (non-financial);
 - h. Prepares and maintains custody of the Minutes of all Team Meetings and Executive Committee meetings, including minutes of the Annual General Meeting and all Special Executive/Team Meetings;
 - i. Handles correspondence to and from the Team as directed by the Executive Committee;
 - j. Reports at meetings correspondence received since the last meeting;
 - k. Responsible for updating calendar with Executive and Team Meeting dates;
 - l. Responsible for Everbridge callout for Special Meetings.

Search Director

1. Overview: Supervises and coordinates training of the Team Search Managers. Represents the Team on all search related matters. Manages the Everbridge operational call-out system.
2. Reports to: Team President.
3. Duties include:
 - a. Attends Executive Committee Meetings;
 - b. Acts as the primary emergency Team contact. Responsible for Team mobilization;
 - c. Acts as Search Manager on searches or ensure a trained alternate is available;

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- d. Arranges for and Chair monthly Search Management Committee meetings;
- e. Creates and maintains the Search Management pre-plan;
- f. Manages Everbridge call-out system;
- g. Provides access and training to Everbridge users as identified and approved by the Executive Committee;
- h. Ensures that there is a named backup person, trained to manage the Everbridge call-out system, who has all the same Rights, Powers and Capabilities to use Everbridge as the duties of the Search Director require;
- i. Ensures Executive Committee is aware of the named backup person;
- j. Arranges and coordinates training of the Team Search Managers;
- k. Ensures Team Search Managers meet the requirements of the Nova Scotia Ground Search and Rescue Association (NSGSARA);
- l. Recruits and supervises the training of Search Manager trainees;
- m. Works in close consultation with the Training Officer to review and recommend training as per NSGSARA requirements and note deficiencies;
- n. Attends Team meetings and training sessions as required;
- o. Represents the Team as a Director of NSGSARA. Shall appoint a trained alternate as directed by NSGSARA;
- p. Ensures fleet log books are completed/filled in when Team Vehicles are tasked;
- q. Represents the Team on all search matters and search related bodies including HRM RESAR, ESJEM, EMO Zone meetings, etc. If the Search Director is not available to attend, they shall appoint a qualified Search Manager to attend in their absence.
- r. Responsible for creating, updating, and maintaining all documents referencing the definitions and requirements of Core Roles (Basic Searcher, Searcher, Team Leader, etc.), and providing up-to-date documents to the Membership Committee as updates are generated;
- s. Ensures Search Expense Claims, Evidence Search Expense Claims and Civilian Emergency Response Claims are submitted to the appropriate authorizing agency (EMO; RCMP; etc) in a timely manner;

Treasurer

- 1. Overview: Responsible for Team finances. Sits on the Finance Committee.
- 2. Reports to: Team President.
- 3. Duties include:
 - a. Attends Executive Committee Meetings, Finance Committee Meetings, Team Meetings, and other committee meetings as requested;
 - b. Receives and banks monies collected from all sources;

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- c. Is accountable for the administration of the financial responsibilities of ESGSAR;
- d. Make ESGSAR's filings respecting taxes, and issues charitable tax receipts;
- e. Keep the financial records, including Books of Account, as is necessary to comply with Provincial and Federal Requirements, including both the secure keeping for— and subsequent legal destruction within—prescribed periods;
- f. Ensure that appropriate financial filings are made to maintain ESGSAR's status as a charitable organization, and with the Registrar of Joint Stocks;
- g. Tracks payment status of Search Expense Claims, Evidence Search Expense Claims, and Civilian Emergency Response Claims from the appropriate authorizing agency;
- h. Provide financial statements—including standard format balance sheet and profit and loss statement—to the Executive, and the Team as prescribed in the Bylaws;
- i. Provide detailed profit and loss and balance sheets to the Finance Committee at the start of every Finance Committee meeting;
- j. Develop the budget(s) in collaboration with the Finance Committee;
- k. Maintain relationships with all key funding agencies, and/or support the President and the Executive Committee in this activity;
- l. Oversee the application process, and timely application, for all eligible grants;
- m. Pay any and all bills of ESGSAR;
- n. Reimburse the Executive, Committee Chairs, and Members for approved expenses;
- o. Ensure any and all final or summary reports due at the conclusion of granting cycles are submitted accurately and on time, as defined by the funder(s);
- p. Have joint-signing authority for ESGSAR cheques;

Training Officer

1. Overview: Responsible for all Team training.
2. Reports to: Team President.
3. Duties include:
 - a. Attends Executive Committee Meetings;
 - b. Arranges and chairs Training Committee meetings;
 - c. Recruits Training Committee members and training instructors;
 - d. Responsible for ensuring Team training conforms to the SARVAC Core Training Competency Standards;
 - e. Represents the Team on all training related issues.
 - f. Has power of approval over all Team training (except Search Manager training);
 - g. Responsible for coordinating all Team training (except Search Manager training);

- 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 current training.

Equipment Officer

- 1. Overview: Responsible for maintaining the inventory lists of all Team assets, equipment purchasing, and sales of Executive Approved Personal Protective Equipment (PPE).
- 2. Reports to: Team President.
- 3. Duties include:
 - a. Attends Executive Committee Meetings;
 - b. Team purchasing (unless specialized knowledge is required as directed by the Executive);
 - c. Coordinates and maintains an inventory listing of Team equipment and assets in conjunction with ESGSAR Committee Chairs;
 - d. Works in consultation with the Logistics Committee to perform post-search resupply of equipment;
 - e. Coordinates sale and inventory of Team PPE and ensures payment is received;
 - f. Submits monies to the Treasurer and keeps records of transactions as required by the Treasurer;
 - g. Manages and secures the PPE locker;
 - h. Researching/improving Team equipment and PPE offerings, unless specialized knowledge is required as directed by the Executive Committee;
 - i. Maintains list of suppliers for Team equipment and PPE;
 - j. Attends events as required to be available for sales of PPE.

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. Social function-specific duties include:
 - a. Food/meal preparation;
 - b. Facilities setup/decoration;
 - c. Making catering arrangements if required;
 - d. Assists with event planning, and coordinates community events;

- e. Acts as a resource as required for the Team Executive;
- f. Coordinates benevolent requests (sympathy cards, etc);
- g. Creates Team-related photos to be displayed on the website or in special displays.
- h. Provides updates at all Executive Committee Meetings, and General Team Meetings.

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, and ensures log books are in the Team Vehicles;
 - 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;
 - g. Works in close consultation with the Search Director.
 - h. Provides updates at all Executive Committee Meetings, and General Team Meetings.