



ESGSAR COMMITTEE CHAIR JOB DESCRIPTIONS & RESPONSIBILITIES

Revision: 3
Date: 25 August 2022

1 RECORD OF REVISIONS

Rev	Revision Description	Approved By	Date
1	Initial Release	Ron Jeppesen (President)	29 Apr 22
2	Amalgamation of Finance & Fundraising Committees	Ron Jeppesen (President)	6 June 22
3	GPS responsibility passed from Communication Chair to IT Chair.	Ron Jeppesen (President)	25 August 22

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3 PURPOSE

The ESGSAR Committee Chair Job Descriptions and Responsibilities provides each Committee Chair with the Terms of Reference necessary for them to carry out their duties.

4 COMMITTEE CHAIRS

4.1 BOAT & KAYAK.

1. Overview: Manages and maintains the boat, kayaks, and all associated equipment.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Chairperson is responsible for maintaining the registration of the Boat.
 - b. Arrange to have required maintenance performed on the Boat and Kayaks to ensure Team readiness.
 - c. Create and maintain pre-trip walk around checklists for all watercraft and associated equipment.
 - d. Create and maintain a Boat Logbook.
 - e. Create and maintain watercraft Inventory and Records: Expiry dates and watercraft related First Aid and Safety equipment must be recorded in the watercraft records, and be always ready for use.
 - f. Research methods to enhance the performance and effectiveness of the Team's water resources.
 - g. Work in consultation with the Training Officer to provide/arrange Boat & Kayak operational training and evolve search techniques.
 - h. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - i. Responsible for ensuring a reasonable number of Team Members are certified as prescribed to operate Team watercraft (Boat and Kayaks) to support Searches.
 - j. Responsible for winterizing the Boat, Kayaks, and all associated equipment.
 - k. Responsible for ensuring the proper storage of the Boat and Kayaks.
 - l. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.2 BUILDINGS.

1. Overview: Manages and maintains ESGSAR Hall, garage, sea can, and property/land.
2. Reports to: Executive Committee
3. Chairperson: Appointed by Executive Committee
4. Members: Recruited from General ESGSAR Team Membership
5. Meetings: As required by Chair, following standard notification procedures
6. Regular Duties:
 - a. Action any requirements identified by the Safety Committee facility checks.
 - b. Create and maintain building key log: Key access is determined by the Executive Committee.
 - c. Create and maintain building maintenance log.
 - d. Follow the procedures stated in the ESGSAR Procurement Policy when required to purchase goods or services.
 - e. Arrange for maintenance to be performed by contractors (as approved by the Team and/or the Executive Committee) when required.
 - f. Arrange for work parties for works that can be carried out "in-house", and ensure proper safety equipment and practices are in place and adhered to during such work.
 - g. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - h. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.3 BY-LAWS.

1. Overview: Reviews the Team Bylaws on a yearly basis, or as required.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Conducts an annual review of the Team Bylaws.
 - b. Presents to the Executive Committee all suggestions for repeals of, or inclusions and/or amendments to the Team Bylaws resulting from the annual review.
 - c. Presents Executive-approved Bylaw modification motions to the Team in accordance with the applicable law, the Bylaws of the Team, and the direction of the Executive.
 - d. Performs such other duties as may be assigned by the Executive Committee.
 - e. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - f. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.4 COMMUNICATIONS

1. Overview: Supports and maintains the Team's satellite and radio communications equipment.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: Communications Committee Members should have basic Communications proficiency and a desire to learn.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Supports and maintains the Team's satellite and radio communications equipment.
 - b. Ensures Members are trained on satellite and radio equipment for Searches.
 - c. Creates and maintains a charging schedule for the Team satellite phones.
 - d. Continually assesses and evaluates the Team's communications needs.
 - e. Maintains and updates Team communication procedures in consultation with the Search Director and Training Officer.
 - f. Maintains an inventory of Team communications and GPS equipment.
 - g. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - h. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.5 EVENTS AND PUBLIC RELATIONS (PR).

1. Overview: Provides / coordinates logistic support for non-Search Team events.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Regular Duties:
 - a. Arranges for food/beverages during Team social events, including catering arrangements if required.
 - b. Coordinates the set-up / decoration of facilities / venues for Team social events.
 - c. Assists with event planning, and coordinates community-based events.
 - d. Coordinates and liaises with the Logistics Committee.
 - e. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - f. Manages benevolent requests (sympathy cards, etc.).
 - g. Creates and arranges for Team-related photos to be displayed on the ESGSAR Website, in special displays, or on social media (as requested by Social Media Coordinator).
 - h. Provides Reports to all Executive Committee Meetings and General Team Meetings.

4.6 FINANCE & FUNDRAISING.

1. Overview: Reviews the detailed Team finances and Budget and creates a Budget proposal for the Team's fiscal year, and develops / proposes plans for increasing revenues. Conducts Executive-approved fundraising projects.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee (The Treasurer may not Chair the Committee).
4. Members: The Treasurer, Vice President, and others as recruited from the General ESGSAR Team Membership. Fundraising experience is an asset but not a requirement for membership of the Committee.
5. Meetings: As required by Chair, following standard notification procedures
6. Regular Duties:
 - a. Review the detailed finances and Budget of the Team.
 - b. Assist the Treasurer in their Duties when requested.
 - c. Proactively investigates potential Grants and Funding sources.
 - d. Solicits input from other Committee Chairs to build Budget estimates.
 - e. Develop the Annual Budget proposal.
 - f. Chairperson presents the Annual Budget to the Team at the Annual General Meeting.
 - g. Act as a resource for the Executive Committee when required.
 - h. Submits regularly all moneys raised to the Treasurer, and ensure they are signed-off as received in the Fundraising Journal.
 - i. Ensures dates of major fundraising projects are listed on approved ESGSAR Team social media sites (Facebook, webpage, etc.).
 - j. Obtains Lottery Licenses / permits, and ensures that all Fundraising activities abide by the applicable Sections of the NS Gaming Control Act.
 - k. Keeps detailed records (Journal) of all fundraising activity, including, but not limited to, income, and expenditure, raffle ticket distribution, prizes, and winners.
 - l. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.7 FLEET.

1. Overview: Manages and maintains the Team's vehicles and trailers.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership.
5. Meetings: As required by Chair, following standard notification procedures
6. Regular Duties:
 - a. Arranges for required maintenance to be performed on all Team vehicles.
 - b. Maintains all vehicle and trailer maintenance records.
 - c. Creates and maintains pre-trip walk around checklists for all vehicles and trailers.
 - d. Creates and maintains vehicle trip logbooks and sign-out system. Ensures the fleet logbooks are in the respective Team vehicles and are complete and up to date.
 - e. Research methods to enhance the performance and effectiveness of the Team vehicles.
 - f. Works in consultation with the Training Officer to provide/arrange fleet-specific driver training and upgrading for Team Members.
 - g. Act as a resource for the Search Director, Training Officer, and the Executive Committee when required.
 - h. Works in consultation with the Search Director.
 - i. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.
 - j. Ensures Team vehicles and trailers are registered and maintained as prescribed by current Laws.
 - k. Ensures valid insurance cards and ownership papers are in Team vehicles.
 - l. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.8 INFORMATION TECHNOLOGY (IT).

1. Overview: Provides support for, and maintenance of the Team computers, GPS, networking devices, and related IT equipment.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: IT Committee Members should have at least basic proficiency and a desire to learn about IT.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Responsible for conducting and verifying backups of Team computers on a regular basis.
 - b. Continually assesses and evaluates the Team's Operational IT and Data management requirements.
 - c. Acts as a resource for the Search Director, Training Officer, and Executive Committee as required.
 - d. Maintains an inventory of computer, networking, GPS, and related operational equipment.
 - e. Supports the Search Director in maintaining SMART and "OziExplorer" system software as required, and synchronizing the Team local computers.
 - f. Ensures the GPS units are reconfigured after a search, ensuring all GPS data has been captured before being cleared.
 - g. Maintains the Team software library.
 - h. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.
 - i. Maintains the Microsoft Licensing package.
 - j. Supports the Executive Committee with administrative IT requirements.
 - k. Continually assesses and evaluates the Team's Administrative IT and data management needs.
 - l. Researches software/hardware/applications in support of the Executive Committee and the Social Media Coordinator.

4.9 LOGISTICS.

1. Overview: Provides logistics support during Searches and non-Search Team events.
2. Reports to: Executive Committee (routinely) and the Search Director (during Searches only).
3. Chairperson: Appointed by Executive Committee.
4. Members: from General ESGSAR Team Membership.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Provides logistics support during Searches and non-Search events.
 - b. Works in consultation with the Search Director to review / improve Search logistic requirements.
 - c. Works in consultation with Training Officer to provide training for Logistics Officers.
 - d. Maintains the logistics inventory and records of supplies and materials; first aid supplies and materials; and Team safety equipment (helmets, hardhats, helicopter sling, etc.).
 - e. Checks and records expiry dates of all Team Bus-based First Aid and Safety equipment, and ensures they are up-to-date, and always available.
 - f. Maintains Logistics Binder of all operational and administrative forms, prescribed or otherwise, with sufficient copies of all documents therein
 - g. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.10 MARINE RIDERS.

1. Overview: Provides ATV response / support for Searches and callouts.
2. Reports to: Search Director during all Search/callouts, and to the Executive Committee at all other times.
3. Chairperson: Appointed by Executive Committee.
4. Members: All ATV Emergency Response Team personnel are required to:
 - a. hold a current ATVANS Registration (Registration # must be supplied to ESGAR Membership Committee records).
 - b. hold a current membership with the Marine Riders Trail Association.
 - c. successfully complete the CASI safe operators course.
 - d. apply to the Chairperson for inclusion on ESGSAR ATV ERT.
 - e. complete ESGSAR Map & Compass, GPS, and RTT training.
5. Meetings: As required by Chair, following standard notification procedures
6. Regular Duties:
 - a. Provide ATV support for Searches and callouts.
 - b. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.11 MEMBERSHIP.

1. Overview: Maintains ESGSAR Membership Records and provides Member outreach.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Conducts new Member interviews / surveys.
 - b. Conducts Member outreach as required.
 - c. Manages SAR License Plate records.
 - d. Manages Member's Beneficiary designation documentation.
 - e. Responsible for updating and managing Membership records in the SMART system.
 - f. Manages Membership Identification (ID) cards.
 - g. Manages Membership records, including qualifications and training metrics.
 - h. Acts as a resource for the Executive Committee and other ESGSAR Committees as required.
 - i. Supports the Executive Committee during Membership Reviews.
 - j. Ensures Member information documents specific to Core Role Requirements are current, and receives up-to-date documents from the Search Director.
 - k. Creates and maintains a system of recognition for Member's contributions to the Team.
 - l. Updates the Active Membership List, and communicates any changes to the Executive and Social Media Committees.
 - m. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.12 NOMINATIONS.

1. Overview: Organizes nominations for the Executive Committee positions, and runs the annual election process.
2. Reports to: ESGSAR Team during the Annual General Meeting (AGM).
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: Nominations Committee Members must declare any potential conflicts of interest, as per Part 9 of the ESGSAR Team Bylaws.
5. Meetings: As required to meet the needs of the nomination process and election.
6. Regular Duties:
 - a. Contacting Members to seek nominations for Executive Committee positions.
 - b. Confirm all nominations for Executive Committee positions during the AGM.
 - c. As per the process identified in Part 14, Article 10 of the ESGSAR Team Bylaws, the Chair of the Nominations Committee assumes the role of Chair for the duration of the election process. Once the election is closed, the retiring Executive President resumes Chairmanship to adjourn the AGM.
 - d. Submits the election results to the Team Secretary for inclusion in the Minutes of the Annual General Meeting.

4.13 PROJECT LIFESAVER.

1. Overview: Manages the Project Lifesaver Program for ESGSAR Team.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: Members undertaking Project Lifesaver Searches must be certified by Project Lifesaver Nova Scotia (PLNS), and recertify every 2 years in the use of PLNS tracking equipment.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Ensures ESGSAR Project Lifesaver volunteers meet applicable PLNS standards and certifications.
 - b. Responsible for ensuring a reasonable number of Team Members are certified to operate PLNS equipment in active Search and call-out scenarios.
 - c. Respond to requests from the public, and provide information regarding registration for the Project Lifesaver NS program.
 - d. Maintain PLNS tracking equipment, and ensure it is in good working order for PLNS Search and call-out use.
 - e. If required, maintain client-based equipment (wristbands, supply/install fresh batteries, etc.) to ensure ongoing functionality.
 - f. Chairperson attends meetings with Project Lifesaver Directors as required by PLNS (Normally bi-annually).
 - g. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.14 SAFETY.

1. Overview: Ensures the Team meets all prescribed safety standards, and assists with Safety Officer Training.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: Members should have some experience or background, and interest in workplace safety and related safety areas.
5. Meetings: As required by Chair, following standard notification procedures.
6. Regular Duties:
 - a. Ensures the Team always meets applicable NSGSARA and RESAR safety standards.
 - b. Maintains the ESGSAR Safety Manual.
 - c. Continually assesses and evaluates the Team safety requirements.
 - d. Be available as a resource for the Search Director, Training Officer, and Executive Committee as required.
 - e. Works in conjunction with the Training Officer and Search Director to provide the Team with safety training.
 - f. Manage the Team Provincial Safety Officer training requirements, ensuring that there are sufficient qualified Safety Officers to support operational requirements.
 - g. Completes the Safety Checklists once per quarter, and provides a list of deficiencies to the appropriate Officer or Committee.
 - h. Develops, and maintains all Safe Work Practices, and submits them to the Executive Committee for approval.
 - i. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.

4.15 SOCIAL MEDIA.

1. Overview: Provides information, and engages in outreach using social media platforms.
2. Reports to: Executive Committee.
3. Chairperson: Appointed by Executive Committee.
4. Members: Recruited from General ESGSAR Team Membership: Members are required to have a basic understanding of social media applications and moderation.
5. Meetings: As required by Chair, following standard notification procedures
6. Regular Duties:
 - a. Publish information about public ESGSAR Team events.
 - b. Forwards correspondence received via social media to the Team Secretary. In cases where the Social Media Policy allows, the Chairperson may also respond directly.
 - c. Moderates pages controlled by ESGSAR Team.
 - d. Ensures social media controls are in place to prevent inappropriate content on ESGSAR Team pages.
 - e. Reports / Removes any fake ESGSAR social media pages (fake Facebook accounts, unauthorized web pages, etc.).
 - f. Assists in training Team Members regarding appropriate content on their personal social media pages.
 - g. Moderates official ESGSAR Team Social Media accounts, and reports violations of the ESGSAR Team Social Media Policy to the Executive Committee.
 - h. Maintains ESGSAR Team's online presence.
 - i. Ensures only authorized ESGSAR Members are admitted to access Members-Only ESGSAR social media pages.
 - j. Coordinates with the Events / PR and Fundraising Committee to manage online fundraising activities.
 - k. Coordinates with the Fundraising Committee and Treasurer to utilize online fundraising platforms.
 - l. Chairperson provides Reports to all Executive Committee Meetings and General Team Meetings.