

## Committee Chair position for Red Deer Search and Rescue

### Requirements

- Possession of, or the willingness to develop, knowledge and skills in the areas of information management, writing, communication, and board reporting procedures.
- Access to email account, and the basic ability or desire to develop skills to use computer and email. Knowledge of data collection and compellation an asset.
- Adhere to a sense of teamwork with the general membership and the board.
- Attend meetings of the general membership, and special committee meetings.
- Commitment to the work and mission of Red Deer SAR.
- Basic knowledge of SAR in Alberta.
- Able to take constructive criticism given by membership to guide the betterment of future endeavors.
- Work with the board to ensure communication between the board and general membership.
- Work with their vice chairperson to ensure smooth committee operations.

### Appointment, Term, and Termination

- Appointed by their respective committee.
- A one year term, can serve consecutive terms.
- Any Red Deer SAR member in good standing may be considered for the position.
- May be removed from their position by their committee or by the board.
- The chair may resign by written notice to the secretary of the board, in which case the vice chair of their committee will fill the position until another chair is appointed.
- In the event that the position cannot be filled by a member of RDSAR, a member of the board will fill the position until a suitable candidate is found.

### General Duties

- Elicit board approval for any committee activity concerning the application for funding or expenditure.
- Work with their vice chair to ensure the board is informed of all activities of the committee they preside over.
- Keep committee members informed of their related activities.
- Ensure accordance to the by-laws and guidelines of the organization.

- Schedule and preside over all committee meetings, or pass the duty to their vice chair in their absence.
- Encourage participation from the membership in the committee.
- Participate in development and yearly planning of the committee.
- Assist with fundraising and public relation activities of the organization.
- Assist the organization with recruitment of new members to the committee.
- Orient the new members of the committee.
- Assist the board with the recruitment of succeeding chair people.
- Positively promote SAR in Alberta both internally and externally.

Acceptance of Responsibility

As a Committee Chair person of Red Deer Search and Rescue in Alberta, I shall endeavor to fulfill the obligations as listed within this job description to the best of my abilities. I shall not allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

The Standing Committees of Red Deer Search and Rescue

- Fundraising
- Grants Application
- Training
- Operations and Logistics
- Preventative Education