
Chapter 2

NASAR Operations

2:1 NASAR Operations

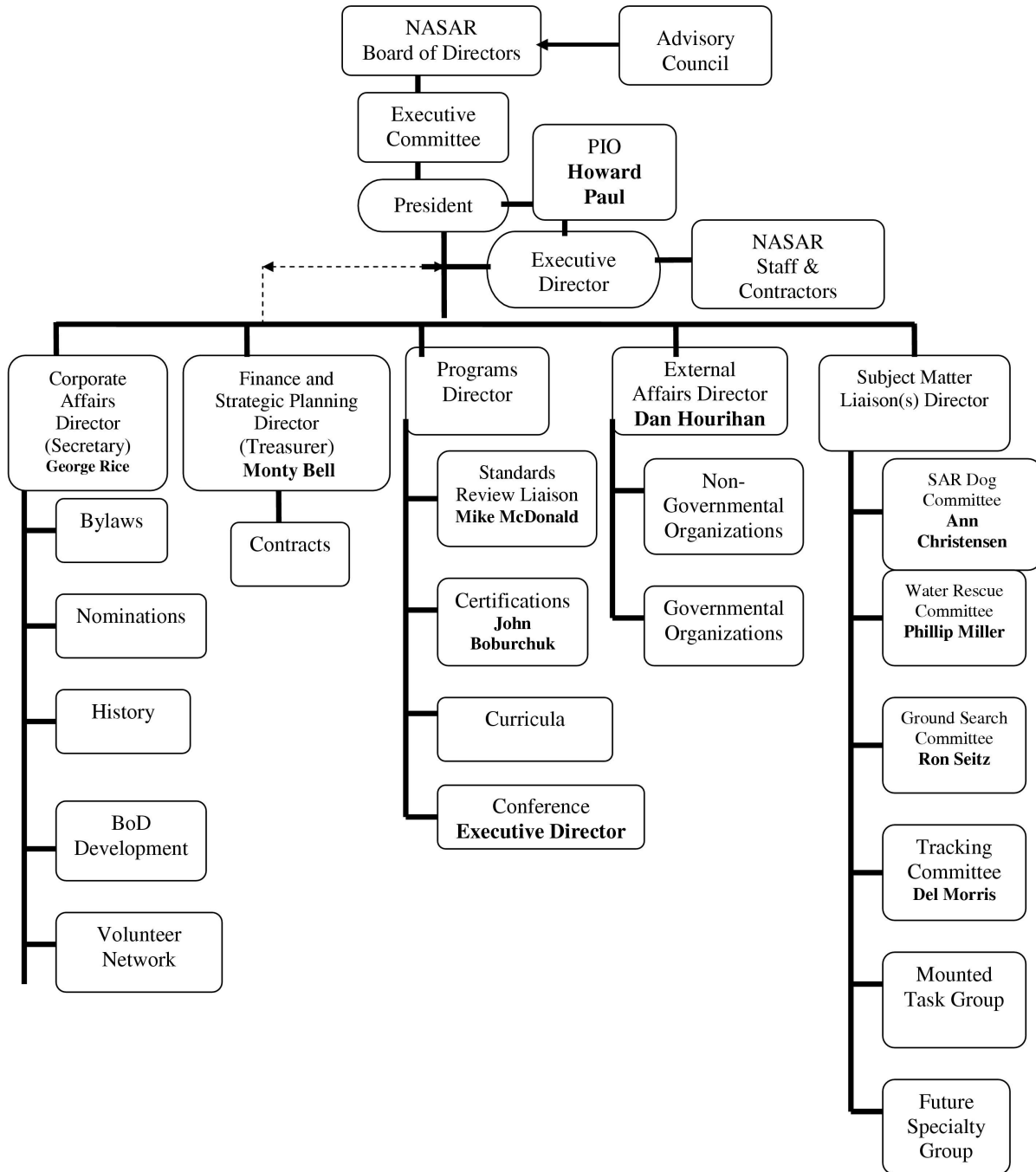
The National Association for Search and Rescue (NASAR) is a non-profit corporation existing and organized under the Virginia Non-stock Corporation Act and the laws of the Commonwealth of Virginia. NASAR is exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

At the National level, the governing bodies of the Corporation are The Board of Directors, the Executive Committee and the Elected Officers. The Board of Directors is comprised of nine (9) members elected for three (3) year terms. The Executive Committee is comprised of the President, Secretary and Treasurer that serve as officers of the Corporation. The officers are members of the Board of Directors and are elected by a majority vote of the Board of Directors at the first in person meeting of the calendar year. The Executive Director is a member of the Executive Committee but serves as a non-voting Officer.

The Board of Directors is supported by five (5) sections for the purpose of creating functional working groups of the corporation. Each section will be led by a member of the Board of Directors and selected by the President. The sections are Corporate Affairs, External Affairs, Finance and Strategic Planning, Programs and Subject Matter.

The following pages detail the NASAR Committee System as approved of by the NASAR Board of Directors. For full job descriptions, see the NASAR Corporate Bylaws, Article VIII at http://www.nasar.org/nasar/about_us.php.

NASAR Organization Chart



2:2 Corporate Affairs Section

The Director of Corporate Affairs will be the Secretary of the Corporation and will be responsible for the following functions: By-Laws, Nominations, History, BOD Development, and Volunteer Network. The Secretary will serve as the chair of the By-laws Committee and Nomination Committee (unless up for election to board – where an assigned Board Member not up for election will serve as chair).

2:3 Finance and Strategic Planning Section

The Director of Finance and Strategic Planning will be the Treasurer of the Corporation. The Treasurer will serve as the Chair of the Finance Section. This section will be responsible for development of the annual budget with assistance of the corporate accountant (CFO), the annual review of the strategic plan, and annual audit of the Corporation. This Section will also oversee fund raising activities conducted by the Corporation.

2:4 Programs Section

The President annually, from the Board of Directors, will appoint the Director of the Programs Section. The section will consist of four (4) units. Each Unit Manager will be selected via a RFQ (Request for Qualifications) process from the Association membership. The Unit Manager will serve at the confidence of the Board of Directors.

- The Standards Review Unit Manager will represent NASAR on the ASTM F-32 committee. This Unit Manger will also assist Subject Matter Committees in regards to current ASTM standards as well as updating Subject Matter Committees on possible future standards.
- The Certification Review Unit Manager will be responsible for NASAR Certifications. This Unit Manager will ensure that all certifications meet industry standards as well as approve all NASAR certifications to form before presentation to the Board of Directors. This Unit Manager will work with Subject Matter Committees on any new certifications to be developed.
- The Curricula Review Unit Manager will be responsible for managing the review process for NASAR curricula. This Unit Manger will ensure NASAR curricula are up to date and will review any new curricula to form before presentation to the Board of Directors.
- Conference Unit Manager will be the Executive Director and will be responsible for managing the conference. This includes site selection, speaker development, onsite logistics and post conference evaluations.

2:5 External Affairs Section

The President annually, from the Board of Directors, will appoint the Director of External Affairs. There will be two (2) units in the section. The Director of External Affairs may appoint Unit Managers for each unit. The Unit Managers serve at the confidence of Board of Directors.

Each Unit Manager may appoint task groups to assist in the liaison duties of these units.

- The Government Organization Unit will be responsible for the maintenance of relationships with Government Organizations such as but not limited to: National Search and Rescue Committee (NSARC), State SAR Coordinators, Federal Emergency Management Agency (FEMA), NIMS Integration Center (NIC), Local SAR Coordinators, US Forest Service, National Park Service (NPS).
- The Non-Governmental Organization Unit will be responsible for the maintenance of relationships with Non-Governmental Organizations such as but not limited to: Civil Air Patrol, Mountain Rescue Association, American Red Cross, Wilderness Medical Society (WMS), Non-Profits, Local Non-Government SAR Units.

2:6 Programs and Subject Matter Section

The President annually, from the Board of Directors may appoint the Director of Subject Matter Liaison(s). This Director will serve as a conduit between the Board of Directors and the Subject Matter Committees as well as a conduit between the Section Directors and the Subject Matter Committees.

Once a Subject Matter Committee has been approved by the Board of Directors, the Committee can determine their own structure, create the necessary policies and procedures, develop and implement fundraising activities for NASAR restricted funds earmarked for the Committee, assist with the NASAR budget specific to the Committees activities, assist with the review of or develop and implement NASAR courses or certifications working with the appropriate Unit Manager (Standards, Certification or Curricula). All committees shall submit a report to the Executive Director within two (2) weeks of a meeting.

2:7 Executive Director and Staff

The NASAR Executive Director shall report directly to the President and will serve as the Chief Operating Officer of the Corporation. All Staff and Contractors will report to the Executive Director.

- The Chief Financial Officer is responsible for the financial operations of the Corporation as well as producing the annual budget in conjunction with the Treasurer.
- The Bookstore and Member Services Manager is responsible for the daily running of the NASAR Bookstore and Member retention and recruitment.
- The Education Services Director is responsible for the processing of all NASAR Courses and Certifications as well as managing NASAR Instructors, Lead Evaluators and Evaluators.