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# **Chapter 3**

# **Committee Operating Guidelines**

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### 3.1 Committee Operations

NASAR Committees shall serve to consider and recommend policies and procedures through their Committee Liaison to the NASAR BOD regarding; education, certification, curriculum development, prerequisite training, preparedness, development of equipment, standardization of equipment, skills, and procedures for their specific search and rescue specialty and/or sub-specialty. In addition, as specified in the NASAR By-laws, section committees [shall]:

- Propose, develop, and implement fund raising activities for NASAR restricted funds earmarked for the Committee activities and assist the Finance Section with general fund raising activities.
- Assist in the review of or propose, develop and implement certifications, courses, and standards.
- Assist in the development of the annual budget for NASAR including all section needs based on activities.
- Assist in the maintenance of external affairs activities with groups with like interests.
- Develop and implement forums, conferences, and symposia within their specialty field.
- Assist with the Annual NASAR Conference and Membership meeting by identifying, developing and managing specialty field educational sessions.
- Assist in the development of policies for identifying, recruiting, training, maintaining and credentialing of instructors and evaluators.

All Committee activities and operations will be conducted in accordance with NASAR's Core values of Commitment to integrity, Commitment to excellence, Commitment to the future, Commitment to being broadly reflective of the communities they serve, Commitment to prepare local responders to quickly and efficiently locate the lost or missing and return them to their families, and Commitment to be responsive to all, treating others with dignity, respect, appreciation and kindness.

If the nature of the committee's SAR specialty (multiple disciplines) necessitates the formulation of sub-committees, the guidelines set for in this document shall apply to all sub-committees.

### 3.2 Committee Positions and Duty Descriptions

At a minimum each Section committee shall ensure the following committee leadership positions are filled, together these positions make up the committee executive leadership.

**Committee Chair:** Designated to coordinate the efforts of the committee, make policy recommendations to the Board, to undertake short- and long-term assignments, and to carry out

the work of the Association in matters that pertain to the committee to which they are assigned or elected

Committee Chair duties and responsibilities shall include but are not limited to:

- Call and facilitate meetings of the committee;
- Shall ensure meeting and business are conducted IAW NASAR By-Laws, PAM and Roberts Rules of Order;
- Shall act as mediator in any dispute that involves any contravention or misunderstanding of NASAR policy or procedure;
- Shall provide to the Secretary a listing of items that the Chair would like to have the Board consider at a given meeting;
- Shall work collaboratively with the Programs Director, Subject Matter Liaison Director and respective Programs or Subject Matter Expert (SME) Committee Chair to develop new NASAR products or update existing NASAR Products;
- Shall delegate duties and responsibilities to the Vice Chairman as circumstances dictate.

**Committee Vice-Chair:** Designated to step in if they Chair can no long fulfill their assigned duties. Designated to coordinate the efforts of the committee, make policy recommendations to the Board, to undertake short- and long-term assignments, and to carry out the work of the Association in matters that pertain to the committee to which they are assigned or elected.

- Shall undertake duties as delegated by the Chairman.

**Committee Secretary:** Designated to ensure that appropriate administrative support is provided to the chair and committee members. Is the primary administration officer of the committee and provides the link between the committee, members and Board of Directors.

Committee Secretary duties and responsibilities shall include but are not limited to:

- Recording and producing accurate minutes of all committee meetings;
- Reporting at committee meetings on any events, issues or general news which could effect or be of interest to the committee members;
- maintaining a roster of both the parent committee, subcommittees and working groups;

### 3.2 Authority to Act

- Committee will report through Committee Liaisons to the Board of Directors

- The committee executive leadership has the responsibility to ensure committee plans and programs do not exceed the budget established by the BOD.
- The Chair is the Director of the committee and shall oversee committee members. Any member of NASAR shall be allowed to participate on the committee. The Chair may remove committee members if said member is in violation of committee guidelines.
- The Executive leadership may not sign contracts nor may they obligate the corporation for any expenses that have not been pre-approved and coordinated by the Executive Director. This includes expense items that appear in the BOD-approved fiscal year budget. The purpose for this is to ensure cash flow and other administrative considerations are not overlooked.

### **3.3 Committee Operation Guidelines**

- Committees shall meet at least 4 times per year. At least one of these meeting should be an in person meeting during the annual conference while the remainder can be conducted using teleconference call in.
- Meeting should be scheduled to occur prior to NASAR Board of Director meetings so that committee minutes and activity reports are ready for the next scheduled NASAR Board of Directors conference calls/meetings for that quarter. The committee meeting schedule shall be turned into the Executive Director prior to the March Board of Director's Conference call.
- Meeting minutes shall be turned into the Executive Director no later than 14 days after meeting. These minutes will be posted to the committee section of the NASAR web site.
- Committee will submit an activity report for all NASAR Board of Director's conference calls/meetings. These activity reports will be included in the minutes of the NASAR Board of Directors meetings.
- Committee will submit and maintain a committee specific operation outline which details the committee's name, membership, and key result areas.
- Committee will submit a balanced operating budget prior to the September Board of Directors meeting as directed by the CFO.
- Committee members can miss no more than 2 meetings in a calendar year
- Committee will submit any changes to the operations outline document to the Board of Directors for approval