



25 September 2010

SRRRMN Policy 1

Purpose, Composition, Roles and Responsibilities of Committees

SUMMARY OF CHANGES: Updated Finance/Audit Committee to allow for more than 3 people on the committee and added responsibility for grant writing to the committee.

SECTION 1 – General

- 1) **Purpose:** The purpose of this policy is to establish the various committees of SRRRMN and to outline the purpose, composition and roles and responsibilities of such committees. All previous committees are rescinded.
- 2) **Definitions used in this policy:**
 - a. Member – Any individual member or member of an organization whose SRRRMN membership is in good standing.
 - b. Committee Member – Any Member appointed to a committee by the President of SRRRMN.

SECTION 2 – Committees

1) Public Relations Committee

- a. Purpose: To increase awareness of and promote the services of SRRRMN members to the Public Safety community, the general public, and to other search, rescue, and recovery service providers.
- b. Composition: A chair and any number of other Committee Members as necessary to perform the functions of this committee. Appropriate sub-committees may be established as necessary by the committee chair with the concurrence of the President.
- c. Roles and Responsibilities:
 - i. On an annual basis, create a list of conferences, seminars, and other events at which might be beneficial to promote SRRRMN and its members. Present a list of recommended conferences to the Board of Directors with enough advance notice to be able to attend.
 - ii. Periodically review the SRRRMN website(s) and work with the webmaster to ensure that content is kept up to date.
 - iii. Develop promotional materials (handouts, brochures, etc) for SRRRMN and update as necessary.
 - iv. Publish a newsletter at least twice a year and distribute as widely as possible.
 - v. Identify Members who are able to give presentations on behalf of SRRRMN for public speaking and/or conference presentations.
 - vi. Identify training opportunities for SRRRMN members in the public relations field.
 - vii. Review social media presence and the need for same.

2) Membership Committee

- a. Purpose:
 - i. To encourage search, rescue and recovery service providers to join SRRRMN.
 - ii. To help the Board review new member applications.
- b. Composition: A chair and two other Committee Members.

- c. Roles and Responsibilities:
 - iii. Review all new SRRRMN member applications before each Board meeting to ensure they are complete and make a recommendation to the Board of Directors on membership acceptance.
 - iv. Once the Board accepts their application, notify new SRRRMN members of their acceptance, introduce them to the general membership, add them to the email list and be available for membership assistance.
 - v. Create/review membership criteria and application process as necessary. Make recommendations to the Board of Directors on any changes.

3) Audit/Finance Committee

- a. Purpose:
 - i. To ensure financial accountability within the organization and identify opportunities to raise funding.
 - ii. To develop policies and procedures around the procurement and disbursement of funds.
- b. Composition:
 - i. A chair and at least one other Committee Member. The treasurer is part of this committee except during internal audits. At least one Committee Member (not including the treasurer) must be a Board member.
- c. Roles and Responsibilities:
 - i. Conduct an annual internal audit of SRRRMN's financial records. This will be accomplished no later than 90 days after the end of the fiscal year or upon change of the treasurer. A report of the audit results will be presented to the Board of Directors at their next meeting for review and maintained by the secretary.
 - ii. Ensuring that SRRRMN meets all minimum standards as specified in Chapter 317a of Minnesota Statutes (as amended from time to time) for financial accountability and reporting.
 - iii. Identify fundraising possibilities for SRRRMN.
 - iv. Identify grant opportunities for and submit grant requests on behalf of SRRRMN.

4) Training Committee

- a. Purpose: To encourage and promote training between SRRRMN members and the search, rescue, and recovery community as a whole.
- b. Composition: A chair and any number of Committee Members as deemed necessary. Committee Members should ideally be from several different disciplines. Appropriate sub-committees may be established as necessary by the committee chair with the concurrence of the President.
- c. Duties and Responsibilities:
 - i. Plan and organize at least one major multi-discipline exercise each year. May be done in conjunction with another organization's exercise.
 - ii. Help encourage inter-agency training amongst SRRRMN member organizations and other organizations outside of SRRRMN.
 - iii. Seek out other training opportunities for SRRRMN members both inside and outside SRRRMN and publicize them to all SRRRMN members.
 - iv. To find and develop opportunities for training and skill advancement for SRRRMN members of all disciplines.

5) Best Practices Committee:

- a. Purpose: To help SRRRMN create best practices materials for various disciplines.
- b. Composition: A chair and any number of other Committee Members as deemed necessary. Appropriate sub committees may be established as necessary with the concurrence of the President. The Committee and any appropriate sub-committee should have personnel involved to the extent deemed appropriate by the chair from whatever discipline the Committee is or respective sub-committees are working on at the time.
- c. Duties and Responsibilities:
 - i. Research what other agencies across the country are doing with regard to their best practices and standards.
 - ii. Develop and periodically review/update the best practices that are suggested by SRRRMN. These best practices would be published on the SRRRMN website.
 - iii. Publish information in the SRRRMN newsletter and emails to SRRRMN members regarding national trends in standards and other information relevant to SRRRMN members and the organization's various external constituencies that is of interest or relevance.
 - iv. Make recommendations to the Training Committee