

# MAINE ASSOCIATION FOR SEARCH AND RESCUE

## Board of Directors' Policies

### MASAR Officer and Appointee Responsibilities

#### I. Purpose

- A. This policy defines the responsibilities of the officers and appointees of the Maine Association for Search and Rescue.

#### II. Officer Responsibilities

##### A. **President**

1. Presides at all General Meetings;
2. Prepares agenda for each General Meeting;
3. Acts as the primary contact for the membership and for outside inquiries;
4. Acts as official representative of MASAR;
5. Signs all papers of the corporation;
6. Signs checks (in the absence of the Treasurer);
7. Provides copies of all correspondence, and replies, to the secretary;
8. Appoints chairs for all committees;
9. Performs such other duties that the Board of Directors may prescribe.

##### B. **Vice President**

1. In the absence of the President, presides at all General Meetings;
2. Monitors actions of Appointees and Standing Committees;
3. Reports to President on committee activities;
4. Performs duties as a member of the Board of Directors;
5. Provides copies of all correspondence, and replies, to the secretary
6. Performs such other duties that the Board of Directors may prescribe.

##### C. **Treasurer**

1. Receives cash and checks from the Secretary and maintains a record of all receipts;
2. Pays all bills of the Association;
3. Signs checks for the Association;
4. Keeps a detailed record of income and expenses for the Association;
5. Submits an up-to-date financial report at each General Meeting;
6. Presents an annual financial report at the Annual Meeting, which shall include a starting balance, all receipts, all expenditures, cash on hand, accounts receivable, accounts payable, value of any property or materials owned by the Association, and an ending balance;
7. Files an Annual Corporate Report with the State of Maine before March 1 of each year, to maintain non-profit status;
8. Files all necessary tax forms with the U.S. Internal Revenue Service, within 75 days after the close of the Association's fiscal year, to maintain nonprofit status;

9. Performs duties as a member of the Board of Directors;
10. Provides copies of all correspondence, and replies, to the secretary
11. Performs such other duties that the Board of Directors may prescribe.

**D. Secretary**

1. Takes minutes of all official meetings, publishes draft minutes for review, prepares final version of minutes, and disseminates minutes to all members and other parties as required by the Board of Directors;
2. Maintains a file of all records of the Association, including minutes and correspondence;
3. Insures that nominations for elections are published, as required by the Association's by-laws;
4. Requests and files Mission Reports from units involved in SAR operations;
5. After January 1 each year, sends each unit an Activity Report form to be completed by the unit and returned to the Secretary by March 31, summarizes the information in these reports, and presents the results at the Annual Meeting;
6. Prepares any mailings requested by Officers, Committee Chairs, Appointees, and members of the Board of Directors, and is responsible for their distribution;
7. Prepares any advertising requested by the membership, Officers, Appointees, or Board of Directors;
8. Performs duties as a member of the Board of Director;
9. Collects dues, logs their receipt, maintains a record of the status of members in regard to dues paid, and transfers received cash or checks to the Treasurer;
10. Performs such other duties that the Board of Directors may prescribe.

**III. Appointee Responsibilities**

**A. Education Director**

1. Oversees development and maintenance of educational programs for MASAR members;
2. Acts as Chairperson for the annual MASAR workshop;
3. Oversees planning for MASAR courses in Maine;
4. Maintains a file of those who have completed MASAR-sponsored training courses in Maine;
5. Provides "Certificates of Completion" to all who successfully complete any MASAR course;
6. Provides the Chairman of the Standards Committee with a list of those who successfully complete MASAR courses.

**B. Standards Committee Chair**

1. Manages the development of certification standards and related documents for Maine volunteer SAR resources, as requested or required by MASAR's membership;

2. Maintains a minimum membership of three in the Standards Committee;
3. Receives certification requests from MASAR units, provides certificates to those meeting MASAR certification requirements, and maintains a file of this documentation and correspondence;
4. Maintains a list of all MASAR-certified personnel, teams, and units, and provides the I.F. & W. Safety Supervisor with an up-to-date copy of this list.

**C. Resources Manager**

1. Maintains a database of certified and uncertified volunteer SAR resources in the State of Maine. For each unit the database shall include its name, dispatch and contact numbers, any specialties, membership numbers, equipment available, response area, mailing and other business addresses
2. Provides information in the database to Duty Officers and others, as directed by the officers or Board of Directors;
3. Creates and maintains an annual schedule of Duty Officers to handle MASAR unit dispatching;
4. Chairs an annual meeting of all Duty Officers, which shall include Duty Officer training, as necessary;
5. Broadcasts information to all MASAR members, and others, when requested to do so by the officers or the Board of Directors.

**D. Public Relations Director**

1. Within the limits of MASAR's Social Media policy, oversees MASAR's public relations efforts, including, but not limited to:
  - i. Website management and updates;
  - ii. Social media site management and updates;
  - iii. Outreach activities;
  - iv. Preparation of articles for publications.
2. Manages the MASAR website, including, but not limited to:
  - i. Maintains a current list of MASAR certified units and points of contact.
  - ii. Maintains the embedded event calendar;
  - iii. Keeps Bylaws, Standards, and Policies up to date on their respective pages;
  - iv. Performs all other necessary website updates and maintenance;
  - v. Directs inquiries to the appropriate personnel;
3. Manages the MASAR social media sites, including, but not limited to:
  - i. Shares information about MASAR's and MASAR teams' activities as appropriate;
  - ii. Shares relevant press releases from Maine IF&W;
  - iii. Shares relevant news articles from the media;
  - iv. Directs inquiries to the appropriate personnel.
4. Supervises the efforts of the Outreach Activities Manager.
5. Reports to MASAR membership at quarterly meetings.

**E. Outreach Activities Manager**

1. Researches and coordinates outreach activities.
2. Prepares outreach presentations, makes them available to MASAR members, and maintains a file of presentations and related documents.
3. Tracks statistics regarding Lost But Found, Safe & Sound presentations.
4. Serves as MASAR's point of contact for outreach responses:
  - i. Directs prospective members to an appropriate member unit;
  - ii. Responds to outreach-related requests for television, radio, and print interviews;
  - iii. Directs all other requests to the appropriate personnel.
5. Sends, receives, and maintains files of outreach-related correspondence.
6. Reports to MASAR membership at quarterly meetings.