

Position Description/Responsibilities

1. Objective/Purpose:

To define the duties and responsibilities of the Unit's elected and appointed positions.

2. Scope:

This applies to all elected and appointed officers and general membership of the NMMSAR Unit.

3. Policy:

Position descriptions shall be developed for the President, Vice President, Review Board, Secretary, Treasurer, Training Coordinator, Safety Officer, and Property Officer. Elections will be held in January in the odd numbered years to fill all positions on the Review Board. Positions that become vacant between terms will be filled by Review Board appointment. Any Review Board member may hold multiple positions if necessary. There will be no limit to the number of terms any member is willing to serve.

a. **President:** The President's responsibilities shall include the enforcement of the Unit's By-Laws, Policies and Procedures, calling of regular and special membership meetings, presiding at all membership meetings (unless otherwise stated), deciding on all questions of order which arise at any meeting, the appointment of committee members as may be necessary (except as more specifically provided herein) and providing direction to Unit officers or individual members in the performance of their duties. The President will be the point of contact for the New Mexico Search & Rescue Council, State Police SAR, Media, and any agency requesting the Unit's services.

b. **Vice President:** The Vice President's responsibilities shall include assuming any duty of the President in the absence of the President. The Vice President shall immediately fill any vacancy on the Review Board until a suitable replacement is found. The Vice President shall act as a mentor and assist any member of the Review Board when requested.

c. **Review Board:** The Review Board is made up of the President, Vice President, Secretary, Treasurer, Training Coordinator, Safety Officer, and Property Officer and is for the purpose of screening new member applicants and existing members. The applicants will be screened to ensure they meet the Unit qualifications. New probationary members will be reviewed at the end of their probationary period. Following this review, the Review Board will determine if the probationary member should be promoted to regular membership, continue as a probationary member, or be terminated from the Unit. The Review Board will also review regular members' participation in meetings, searches and other Unit activities and take the necessary action on members who do not meet the participation requirements contained in the By-Laws. This action includes continuation as a regular member, changing to auxiliary status, or termination from the Unit. The Review Board will also review, for appropriateness, any member changing to auxiliary status, or terminating from the Unit. The Review Board will also review any member referred for disciplinary reasons and make appropriate decisions for action. The Review Board is empowered to make decisions on behalf of the membership of a general administrative nature. Included is the authority to authorize purchases up to \$500 without prior Unit general membership approval. The Review Board shall report back to the general membership at the next general membership meeting following such actions as part of the minutes of the Review Board meetings. The Review Board shall continue to search for ways to improve the Unit's operation.

d. **Secretary**: The Secretary shall keep a record of all meeting proceedings and maintain a file of official correspondence. Records include meeting minutes, member attendance (meetings, training, searches and special events). A current copy of the meetings, searches, special events and training attendance records will be kept by the President of the Unit. The Secretary shall develop and maintain the Unit Roster. The Secretary will provide new members with a new member's kit consisting of the Unit's Policies/Procedures, general information brochure, the name of the mentor assigned to them, and other materials as needed. The Secretary shall provide the Review Board with an annual analysis of Unit members' participation at regular meetings, special meetings, research and training activities. The Secretary will perform other duties as assigned by the Review Board. The Secretary shall publish, to the members, the monthly membership meeting minutes and the latest Unit Roster.

e. **Treasurer**: The Treasurer is an elected position and shall prepare, maintain, and furnish the Review Board or other authorized person(s) or entities, books of account displaying the details of the Unit's financial transactions. The Treasurer shall maintain a record of all financial transactions, cash on hand, amount of money owed by or to the Unit, and other such information as the Treasurer deems necessary or the Review Board requires. The Treasurer shall provide a Treasurer's Report to the Unit membership at each regular monthly meeting. The Treasurer shall establish a disbursement system that requires the signature of two officers (the Treasurer and one other Review Board member). The Treasurer shall participate in and support the annual audit of the Unit financial accounts. The Treasurer will also reimburse members for special activities as authorized by the Review Board. Any disbursement in excess of \$500.00 will be voted on by the General Membership. The Treasurer will perform other duties as assigned by the Review Board.

f. **Training Coordinator**: The Training Coordinator is an elected position and shall be responsible to manage the Unit's training program, subject to the review and approval of the Review Board. At the decision of the Review Board, an assistant may be assigned to aid the Training Coordinator. The training program includes sessions during the regular monthly meetings, sessions on weekend and or weekdays mornings, afternoons or evenings once a quarter when practical. This may include identifying training needs, and sources for training, both from inside the Unit and from outside agencies. Emphasis will be placed on bringing in expert trainers from sources outside the Unit to fill the training needs. Should the need arise, the Review Board will have the responsibility to assign Unit members or assistants as necessary.

g. **Safety Officer**: The Safety Officer is an elected position and shall be responsible for compliance with any insurance policies obtained by the Unit. The Safety Officer will act as a liaison with any insurance policy held by the Unit. The Safety Officer will maintain and document records for each member and their participation in events and searches. The Safety Officer will consult with the Training Coordinator and Review Board Members to identify if an individual Unit member is approved to participate in a specific event. The Safety Officer will collect records and establish criteria set forth in "Risk Management" directives, issued by insurance carriers, the Unit, or governing bodies that the Unit has a working relationship with.

h. **Property Control**: The Property Control Officer is an elected position, and will issue Unit property, maintain the Unit property records/inventory and advise the Review Board if inventory is low. The Property Officer shall research new equipment purchasing when such needs are identified by the Review Board. When Unit members leave, the Property Control Officer will ensure that they return all Unit property. If the Property Control Officer has difficulty with any past member returning Unit property, the past member will be referred to the Review Board for appropriate action.

Members: The Review Board cannot successfully perform their duties without the support of the Unit membership. In this light, the Unit membership shall be responsible for supporting the Review Board in the discharge of their duties and to serve on any committee to which they are appointed or elected. It is the duty and responsibility of the Unit membership to perform any duties to which they are assigned, and they shall be held accountable to membership for the same. It shall be the duty and responsibility of all members to ensure their attendance at all scheduled meetings and training sessions to the maximum extent possible. Unit members shall also support the organization and interests that the majority vote of the membership shall establish. Each member shall be responsible for Unit property that is assigned to them.

Participation: All Unit Members and Board Members understand that membership in New Mexico Mounted Search & Rescue is voluntary. If at any time a member feels they are being asked to do anything that puts them at undue risk, they may immediately decline to participate in said activity. Unit Members and Officers understand that participating in Equine Activities can be hazardous and assume the risk associated with Equine behavior. Unit members and Officers shall hold New Mexico Mounted Search & Rescue harmless from any injuries or liability associated with any activities the Unit participates in.

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