

POLICY AND PROCEDURE

Policy #01 Executive Board Members / Support Officers & Chaplain

Created 1-15

Revision date 10-22

Reviewed History 1-15, 7-18, 10-22

Effective date 1/1/2023

OFFICERS

The following officer's positions will make up the Executive Board. They will be in charge of their respective duties and will make decisions for the MNEMSHG pertaining to the overall good of the group. Three Executive Board Members present at a meeting will be considered a quorum, and any decisions made will be put in writing and kept on record.

SECTION 1: COMMANDING OFFICER: The Commander will be elected by a majority vote of the full members. He/she will serve a three-year term. He/She shall hold the rank of 1 Gold Star (General). His/her responsibilities will be for the overall operations of the MNEMSHG. The Commander will preside at all meetings. The Commander will sign and deliver in the name of the corporation; all deeds, bonds, contracts, or any other instruments pertaining to the business of the MNEMSHG. The Commander may assign additional duties to the Executive Board Members. Furthermore, he/she will call for a quarterly meeting of the Executive Board and may call for additional meetings if the situation dictates. He/she will also provide an annual report to the Executive Board of the Minnesota Ambulance Association.

SECTION 2: EXECUTIVE OFFICER: The Executive Officer will be elected by a majority vote of the full members. He/She will serve a three-year term. His/Her election will be held opposite year of the Commander. He/She will hold the rank of Gold Eagle (Colonel). His/her duties will be the day-to-day operations of the MNEMSHG. Will assume the duties of the Commanding Officer in his/her absence. He/She will be in charge of all fundraising being done on behalf of the MNEMSHG He/she will also assist with the duties of the other Executive Board Members and will assist them if necessary. He/she will also meet with the Commanding Officer and report on the current status of the Honor Guard and any other issues that need to be addressed, as called for by the Commanding Officer. Minutes will be kept on the Commanders meetings and be made available upon request.

SECTION 3: SECRETARY/TREASURER: The Secretary/Treasurer will be elected by a majority vote of the full Members. He/She will serve a three-year term and be elected the same year as the Commander. He/She will hold the rank of a Gold Oak Leaf (Major). His/her duties will be to maintain good meeting notes, meeting attendance and to manage the budget. He/She will keep minutes of ALL meetings of the Executive Board and General Meetings. These

minutes will be kept for a period of 3 years and will be available to anyone who requests to see them. Will be responsible to make sure that an annual meeting is held during the month of the National EMS Memorial Service. He/She will also be responsible to notify ALL members of any other meetings called for by the Commanding Officer. That there is an agenda for the meetings and that the meetings are run in accordance with Robert's Rules. He/She will also keep records of ALL who attend training, conferences and total man hours. He/she will also maintain up to date budget reports, and report to the Executive Board and General Membership on an annual basis. He/She will also be in charge of the MNEMSHG web site and social media, and any other duties assigned by the Commanding Officer.

SECTION 4: OPERATIONS OFFICER: The Operations Officer will be elected by a majority vote of the Full Members. He/She will serve a three-year term and will be up for election the same time as the Executive Officer. He/She will hold the rank of a Gold Oak Leaf (Major). His/her duties will be keeping an accurate list of all members, along with current addresses, phone numbers and email addresses. He/She is in charge of all recruiting. He/She will also maintain a record of all applications, making sure a vote is conducted. Will also work with the Secretary/Treasurer and the Training Officer and be responsible to notify members who are not making their required meeting or training. Will also be the Officer in Charge of ALL public affairs matters for the Honor Guard, including all press releases concerning a LODD, and any other duties assigned by the Commander. He/She will be in charge of the Support Officers, ensuring that they are following up with all of their respective EMS providers in their regions at least on a semi-annual basis.

SECTION 5: TRAINING OFFICER: The Training Officer will be elected by a majority vote of the full members. He/She will serve a three-year term and will be up for election the same time as the Commander. He/She will hold the rank of a Gold Oak Leaf (Major). His/her duties will be to establish and maintain a training program for the MNEMSHG. Will arrange for drills to be held accordingly and that all members are notified well in advance of date, time and location, also ensures that all members are being properly trained to perform at a LODD. The Training Officer will also make sure accurate attendance records are kept and forwarded to the Executive Officer for record keeping. In addition, any additional duties as assigned by the Commander.

SECTION 1: SUPPORT OFFICERS: Three (3) Support Officers will be appointed by the Executive Board. They will be full members in good standing with the MNEMSHG. They *WILL NOT* be a part of the Executive Board but will have areas of responsibility as assigned by the Operations Officer. Shall have the rank of 2 Gold Bars (Captain). Each Support Officer will assist in recruiting; and to reach out and communicate with services and try to set up meetings. They may ask any full member to assist in trying to make these meetings if they cannot attend. They should also keep respective EMS providers informed of what the MNEMSHG can provide to them in the event of a LODD.

All Support Officers will be responsible for all benefits entitled to a first responder's family killed in the Line of Duty. He/She will stay current on all new laws and statues pertaining to benefits. (i.e. workers comp, social security, State Death Benefits, and Federal Benefits if applicable. Knowing how to access all of these forms, what is required to fill them out, and will assist the family where needed. They will also stay on top of current death benefit values awarded by the State and Federal governments.

SECTION 3: CHAPLAIN: Shall be appointed by the Executive Board. Only members that meet all qualifications and requirements will be assigned to this position.

I. Chaplain Requirements –

MNEMSHG Chaplains will have and maintain:

- Affiliation – with an Emergency Service Agency (preferably EMS) in the State of Minnesota.
- Experience – at least 2 years of experience working as a Chaplain with an Emergency Service agency.
- Ecclesiastical Endorsement – by a recognized organization and licensed in the State of Minnesota.
- Certification/Continuing Education – certification with MN Emergency Service Chaplain Association (MESCA) or equivalent.
- Approval – apply and be approved by the Honor Guard Executive Committee.
- Adherence to the Chaplain Code of Ethics (Sec. III below).

II. Chaplain Responsibilities –

MNEMSHG Chaplains will:

- Assist with pre-funeral/memorial discussions and arrangements as needed.
- Assist at funerals/memorials as needed.
- May assist in other areas as needed.
- Meet with EMS personnel and families as needed.

- Serve as an advisory member to the Honor Guard and provide pastoral support as needed.

III. Chaplain Code of Ethics –

The MNEMSHG seeks to maintain the highest standards of professional ethics. As such, Honor Guard Chaplains will:

- Treat all persons with respect, recognizing the dignity and worth of each individual as created in the image of God.
- Celebrate diversity and serve all persons regardless of religion, race, ethnicity, sexual orientation, disability or gender.
- Affirm the spiritual and religious freedom of all persons and refrain from proselytizing.
- Maintain a vital relationship and good standing with their faith community.
- Pursue ongoing professional development in theology, pastoral skills and spirituality.
- Protect the welfare of those served and maintain the integrity of the pastoral relationship, refraining from emotional, sexual, or other forms of exploitation of individuals or groups. Sexual contact with those served, even by consent, is prohibited.
- Protect confidentiality and the privacy of persons receiving pastoral care. They may only share confidential information in rare instances for the enhancement of the health and well-being of an individual or when required by law.
- Maintain inter-professional relationships to foster partnerships and interdisciplinary cooperation as well as to facilitate consultations and referrals.