

# SIFPS – BOARD STANDING COMMITTEES

2013 – 2014

*Each of the following committees is responsible for its assigned area(s), ensuring its operation in an effective manner, within the established budget. Each committee reports to the full Board of Directors at the monthly meeting of the Board, or sooner if necessary, seeking full Board approval as warranted:*

\* denotes Committee Head

Although not necessarily named, the President and Vice President are de facto members of all committees.

## OPERATIONS

*In coordination with the Fire Chief and Saturna Island Rescue (SIR) Chief, oversees the operational activities of the Fire Department and SIR, including the development and consistent application of an effective training program, as well as the proper maintenance of associated confidential records.*

*In coordination with the Fire Chief and SIR Chief, develops and submits annual Operations Budgets, both operating and capital, to full Board for review/approval.*

*Authorizes, in coordination with the Treasurer and Controller, all operations related expenditures in accordance with approved annual budgets – capital item purchases in excess of \$5,000 require full Board approval. Obtains approval from the full Board prior to any expenditure not within the approved budget.*

\*Wayne Quinn / John Money / John Robertson

## CORPORATE & ADMINISTRATION

*Identifies issues requiring new or changed systems, procedures, and/or standards, developing and implementing solutions and/or recommendations for same. Conducts renewal of all Insurances. Ensures the proper documentation of all agreements and/or contracts and the secure maintenance of same.*

\*Eva Hage / Lee Middleton / Deb Simpson / Dan Thachuk

## FINANCIAL REPORTING

*Develops and finalizes Financial Reporting, organizes material for Audit (if necessary). Revises the Monthly Statements to fully integrate SIR, as well as being organized in accordance with the structure of the Standing Committees.*

\*Ron Hall / Eva Hage / Deb Simpson

## **ASSET MANAGEMENT**

*In coordination with the Fire Chief and the SIR Chief, develops a listing of all of the physical assets of the society, including all equipment (large & small) and facilities used by both the Fire Department and Saturna Island Rescue.*

*In coordination with the Fire Chief and the SIR Chief, assesses the current condition of each asset, establishes and implements an appropriate repair and maintenance schedule for each – matches financial requirements to the existing Repair & Maintenance Expense lines of the Operating Budget.*

*In coordination with the Fire Chief and the SIR Chief, identifies the expected timeline for needed replacement of each major asset, submitting an associated 5 year Capital Budget for review/approval by the full Board.*

*In coordination with the Fire Chief and SIR Chief, develops and submits annual Asset Budgets, both operating and capital, to full Board for review/approval.*

*Authorizes, in coordination with the Treasurer and Controller, all asset related repair, maintenance, and replacement expenditures in accordance with approved annual budgets – capital item purchases in excess of \$5,000 require full Board approval. Obtains approval from the full Board prior to any expenditure not within the approved budget.*

\* John Money / Wayne Quinn / Dan Thachuck

## **COMMUNICATIONS**

*Monitors and identifies the community's need for information regarding SIFPS and its activities. Develops and implements information processes designed to ensure that appropriate information regarding SIFPS is available and open to the community. Acts as SIFPS' liaison and public contact point.*

\*John Robertson / Lee Middleton / Dan Thachuck

## **HUMAN RESOURCES**

*Provides leadership and expertise to ensure all other Standing Committees and/or the Fire Department and SIR consistently apply acceptable human resource standards and practices. Specific areas of involvement include coordinating and liaising with the Operations Committee, the Fire Chief, and the SIR Chief, in the areas of recruitment and performance enhancement.*

\* Deb Simpson / Lee Middleton / Ron Hall / John Robertson /

## **NOMINATION COMMITTEE – BOARD MEMBERS**

*Develops and maintains an up-to-date list of typical responsibilities of Boards of Directors of Non-Profit, community based, organizations, as well as the attributes needed across the Director group to enhance its effectiveness. Throughout the year, develops and maintains a list of potential nominees for SIFPS Director positions by receiving and assessing interested individuals, as well as proactively seeking out other identified individuals to determine their interest. Nominates those interested individuals who, in the opinion of the committee, will work together most effectively for the betterment of the SIFPS and its constituent community.*

\*Bernie Ziegler / John Money / Deb Simpson