

## SIFPS – BOARD STANDING COMMITTEES

2015– 2016

*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/ASSET MANAGEMENT

*REGARDING 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.*

*REGARDING ASSETT 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.*

\*Ian Gaines / Wayne Quinn

### 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 / Debbie Fry/Jodi Gilmore

## **FINANCIAL REPORTING**

*Continue the finalizing of the Accounting System, developing and finalizing Financial Reporting, organizing material for Audit (if necessary). Revise the Monthly Statements to fully integrate SIR, as well as being organized in accordance with the structure of the Standing Committees.*

\*Ron Lewis / Ron Hall / Jodi Gilmore

## **COMMUNICATIONS**

*Monitor and identify the community's need for information regarding SIFPS and its activities. Develop and implement information processes designed to ensure that appropriate information regarding SIFPS is available and open to the community. Act as SIFPS' liaison and public contact point.*

\*Ron Hall/Harvey Janszen

## **HUMAN RESOURCES**

*Provide 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 will include coordinating and liaising with the Operations Committee, the Fire Chief, and the SIR Chief, in the areas of recruitment and performance enhancement.*

\*Priscilla Haggar, Debbie Fry, Eva Hage

## **NOMINATION COMMITTEE– BOARD MEMBERS**

*Develop and maintain 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, develop and maintain 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. Nominate 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.*

\*Wayne Quinn / Ron Hall