

# SIFPS – BOARD STANDING COMMITTEES

2016 – 2017

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

\* denotes Committee Head (the President and Vice President are de-facto members of all committees).

## ASSET MANAGEMENT AND OPERATIONS COMMITTEE

*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.*
- *Develops and submits annual operation and asset budgets, both operating and capital, to full Board for review/approval.*
- *Authorizes, in coordination with the Treasurer, all operations and asset 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.*
- *Keeps an up-to-date 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.*
- *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.*
- *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.*

\*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 / Deb Fry

## **FINANCIAL REPORTING**

*Provides monthly cash flow statements compared against budget. In coordination with the Operations and Asset Committee, Fire Chief and SIR Chief prepares annual budgets, operating and capital for approval by the full board. Manages proper tax filings of society financials and documents.*

\*Ron Lewis / Ron Hall / Wayne Quinn / Eva Hage

## **COMMUNICATIONS**

*Keeps website up to date with posting of Board minutes, financials and other news. Communicates news of SIFPS activities in the Scribbler or other publications as needed. Act as SIFPS' liaison and public contact point.*

\*Harvey Janszen / Deb Fry

## **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. Manage the Health Spending program. Coordinate and liaise with the Operations and Asset Committee, the Fire Chief, and the SIR Chief, in the areas of recruitment and performance enhancement.*

\* Priscilla Haggar / 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