



## Tonto Rim Search and Rescue (TRSAR) Organization Structure Policy

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### SECTION I. PURPOSE

This policy provides an overview of the Tonto Rim Search and Rescue Organization Structure.

### SECTION II. OVERVIEW

The TRSAR squad operates under what is considered a basic general organizational structure. This structure is utilized for the effective and orderly management of the squad in conducting everyday business and operation. TRSAR is a 501(c)3 corporation, and the organization structure follows this status.

### SECTION III. ORGANIZATION STRUCTURE

#### A. The Board: (See By-Laws)

1. TRSAR is organized under a seven (7) member Board framework.
2. The Board members are elected by the general membership.
3. Board members serve for two (2) year terms without any term limits.
4. Board members are volunteers and receive no compensation for their service.
5. Board members must be Active members of the squad.
6. The Board's duties and responsibilities are to manage the squad finances, operations, equipment, facilities, membership and records.
7. The Board hierarchy and positions are as follows:
  - a. Commander (1) is the leader of the Squad, chairs Board and general meetings, serves as mission commander and serves as the squad representative.
  - b. Vice Command (1) serves as the backup for the Commander.
  - c. Secretary (1) takes, reports and maintains the Board and general meeting minutes and agendas.
  - d. Treasurer (1) maintains the squad finances and financial records and accounts.
  - e. Board Member At Large (3) help in the management of the squad as needed.

## **B. Officers**

1. The Commander may establish squad Officer positions as needed or required.
2. Officer positions can be long term, for a specific time length or special assignment.
3. The Commander may appoint any squad member to be a squad Officer for any reason necessary for the squad to meet its mission.
4. Officers work under the direction of the Board and cannot oblige the squad into any contracts, agreements, commitments or financial obligations.
5. Any TRSAR member can apply to serve as a squad Officer.
6. Officers are volunteers and receive no compensation for their service.
7. TRSAR members may hold one (1) or more of the Officer positions established by the Board.
8. There is no hierarchy of Officers.
9. Officer positions may include the following, but are not limited to:
  - a. Safety Officer: Provides safety training, monitors safety conditions, develops safety measures for the squad and coordinates with Team Leaders and trainers.
  - b. Training Officer: Coordinates with Team Leaders and Trainers for the development of squad training schedule, develops and presents the training schedule at the general meeting, posts schedule on the TRSAR web site and ensures squad training needs are being met and schedule in a timely matter.
  - c. Logistics Officer: Manages the squad's equipment and coordinates with Team Leaders on the management, maintenance and replacement of specific team special equipment.
  - d. Facility Officer: Manages and supervises the maintenance of squad facilities.
  - e. Communication Officer: Manages and maintains the squad's communication equipment.
  - f. Data Management Officer: Manages and maintains the squad's records and database including Mission info and attendance, training records and attendance, membership records and meeting attendance.

## **C. Team Leaders**

1. The Board may establish and create specialty teams to meet the needs of the TRSAR squad to accomplish its mission.
2. The Board may assign any Active squad member the duty and responsibility of a Team Leader.
3. Team Leaders' duties and responsibilities include, but are not limited to:
  - a. Development and maintaining the specialty teams guidelines.
  - b. Scheduling and conducting training for the team.
  - c. Recruiting and maintaining members on the team.
  - d. Managing and maintaining the team's equipment, including keeping track on issued equipment and coordinating with the Equipment Officer.
4. Team Leaders should be Active members, highly qualified in their specialty.
5. Team Leaders are volunteers and receive no compensation for their services.
6. Team Leaders work under the direction of the Board and cannot obligate the squad in any contracts, agreement, commitment or financial obligation without authorization from the Board.

7. Team Leaders work and coordinate with the Board, other Team Leaders, Committee Chairs, Committees or Trainers as directed by the Board, or as required and needed.
8. There is no term length for a Team Leaders, they hold the position at the discretion of the Board.
9. There is no hierarchy of the Team Leaders or Teams.
10. Team and/or Team Leader positions are as follows, but are not limited to the following:
  - a. Dive Team
  - b. Dog (K9) Team
  - c. Horse Team
  - d. Rope Team
  - e. Swiftwater Team

#### **D. Committee Chair and Committees**

1. The Board may establish a committee as needed.
2. The Board may appoint any squad member to be a Committee Chair.
3. The Board or Committee Chair can select any squad member as a committee member.
4. The Committee or Committee Chairs can be established for long term, for a specific time length or special assignment or event.
5. Committee Chairs and Committee work under the direction of the Board and cannot obligate the squad in any contracts, agreement, commitment or financial obligation without authorization from the Board.
6. Committee Chairs will work and coordinate with the Board, Team Leaders, other Committee Chairs, Committees or Trainers as directed by the Board.
7. There is no term length for a Committee Chair, they hold the position at the discretion of the Board.
8. Committee Chairs and Committee members are volunteers and receive no compensation for their services.
9. Board members may serve as Committee Chair or Committee members.
10. There is no hierarchy of Committee Chairs or Committees.
11. Committee Chairs and/or Committees may include, but are not limited to the following:
  - a. Election Committee: Organizes and manages Board elections.
  - b. Membership Committee: Recruits members, tracks and interviews applicants, recommends applicants for membership to the Board.
  - c. Budget Committee: Establishes and presents a budget to the Board.
  - d. Audit Committee: May conduct financial audits of the squad or select outside auditor to complete the audit.
  - e. By-Laws and Policy Committee: Reviews and make recommendations to the Board on revision of or establishing By-Laws and/or Policies.
  - f. Equipment or Facility Purchase Committee: May research new equipment or facilities, make recommendations to the Board on purchases, disposition of equipment or facilities

#### **E. Trainers**

1. The Board and/or Team Leaders may appoint any TRSAR member as a Trainer for a specific skill, task, or function as needed.

2. There is no term length for a Trainer, they hold the position at the discretion of the Board and/or Team Leaders.
3. Trainers coordinate with the Board, Team Leaders, and other trainers.
4. Trainers are volunteers and receive no compensation for their services.
5. Trainers may include, but are not limited to the following:
  - a. Dive Trainer
  - b. Dog Trainer
  - c. First Aid/CPR/AED Trainer
  - d. Horse Trainer
  - e. Navigation, Map Reading and GPS Trainer
  - f. Rope Trainer
  - g. Swiftwater Trainer
  - h. Tracking Trainer
  - i. Wilderness First Aid Trainer