

CCGA (M) Inc. STANDING ORDERS

SO 1

COMPETITIONS:

- Team Selection:
- A list of all voting members interested in competing should be forwarded to the Zone Director prior to, or at the semi-annual zone meeting
 - A draw of six (6) names for the first year; the first three being the Competitors for that year and the other three the spares for this year's competition and the Competitors for the next year
 - A draw of three members for spares would have to be made every year
 - It is the responsibility of the chosen Competitor to advise the next available spare if he or she cannot attend
 - Members need not be in attendance to be chosen
 - Selection to be undertaken at semi-annual meeting of the zone

Teams Requiring Spares: Due to Members not appearing:
At the discretion of the Event Co-Ordinator, members may be chosen as spares from among the members at large in attendance at the competitions. Teams may not substitute members once the competitions begin, or may substitute only at the discretion of the event co-ordinator.

Event Judges: Directors will serve as Judges for the events and may not serve as Team Members. Judges will be assigned by draw.

Disputes: The CCGA (M) Inc. Event Co-Ordinator will have final authority where disputes arise.

Event Co-Ordinator: Will be responsible for the smooth operation of the competitions and tabulation of the scores during the event.

He shall not publish scores until the Awards Dinner. The awards shall be presented to the Master of Ceremonies prior to the dinner in sealed envelopes.

Competition Format: The Training Committee shall be responsible for the format of the competitions.

SO 2

ZONE TRAINING CO-ORDINATORS:

Terms of Office: Two years. Uneven-numbered Zones will elect Zone Training Co-ordinators in uneven years. Even-numbered Zones will elect in even numbered years.

Zone Training Co-ordinators will be eligible for successive terms.

Responsibility: Zone Training Co-ordinators will be responsible to the Vice-President Training. He shall liaison with the Zone Director.

He Shall:

- Maintain a list of available members for training
- Arrange a Training Program for the Annual and Semi-Annual Zone Meetings
- Recommend times for training of zone members
- Serve as contact person for recruiting trainees
- Conduct In-Zone Training Programs
- Maintain a list of courses taken by Zone Members or Qualifications of New Members and forward same to the Vice-President of Training
- Co-ordinate exercises with CCG Training Officers
- Contact local Red Cross, St. John's Ambulance and local organizations providing various courses to arrange CCGA (M) member participation.

Unit Training Assistant: Where Unit Training Assistants are chosen, they shall work with the Zone Training Co-ordinator toward the betterment of the unit.

UNIT TRAINING ASSISTANT

DUTIES OF THE UNIT TRAINING ASSISTANT

The Unit Training Assistant shall assist the Zone Training Co-ordinator in the planning and implementing of Unit Training.

The Training Assistant shall serve as the Units contact for the betterment of the Membership and shall recommend to the Zone Training Co-ordinator, unit requirements training wise and shall recommend candidates for CCGA (M) training courses.

The Unit Training Assistant shall be nominated and elected by the Unit Members by a majority vote at the Annual Meeting of the Unit.

SO 3

TRAINING COMMITTEE:

The Training Committee shall be chaired by the 2nd Vice-President.

The Training Committee shall consist of two members recommended by the 2nd Vice-President and one member appointed by the President. A Training Co-ordinator may be appointed by the President from among their number upon recommendation by the 2nd Vice-President.

The Training Committee shall, in accordance with the contribution agreement, be responsible for reviewing training programs and training schedules. They shall be responsible for the format of the Competitions.

- Training Co-Ordinator - The Training Co-Ordinator shall co-ordinate training schedules and training programs with the CCG Training Officer and his staff. He shall serve as a member of the Training Committee.
- He shall be responsible to the 2nd Vice-President and shall develop and maintain a training manual and programs for the Zone Training Officers.
 - The 2nd Vice-President may serve as Training Co-ordinator in addition to his duties as Chairman of the Training Committee.

2nd Vice-President Training - The 2nd Vice-President Training shall inform the Treasurer the names of all members taking training; including the times, dates, place and training fees.

Meetings - The Training Committee shall have Quarterly Meetings at a time and place chosen by the 2nd Vice-President provided that two of the meetings shall be held in conjunction with the Annual and Semi-Annual Meetings of the General Membership.

SO 4

TRAINING:

- Probationary Members - Probationary members shall be required to avail themselves for the required courses prior to accepting a tasking on behalf of the CCGA (M). The necessity for taking the required courses may be waived where in the opinion of the Membership Committee, the member's qualifications and experience in SAR-related matters exceed that required by the CCGA (M) Inc.

Course Availability

- Members shall be entitled to reimbursement for one of each course that is provided by the CCGA (M) with the following exception
- First Aid - Prior to expiry of First Aid Certificates, the CCGA (M) Inc. shall reimburse each member's expenses for recertification.
- CPR
- Refresher Courses
- Members shall not be discouraged from participating in repeat courses at their own expense should seats be available.

Courses Available:

INTRO	CCGA (M) Introduction
RBM-1	Rescue Boat Master
RBM-2	Towing Procedures & Policies
RBM-3	Restricted Radio Operator
RBM-4	Search Planning & SAR Ops
RBM-5	First Aid (with marine endorsement) / CPR
RBM-6	Meteorology
RBM-7	Coastal Navigation
RBM-8	Search By Electronic Aids
RBM-9	Coast Guard Operations

Training Courses:

SARPO	SAR Prevention Officers
TRGOF	Zone Training Co-Ordinator

SO 5

MEETINGS:

Zone/Training Meetings -

Under the auspicious of the President, the Zone Director shall chair two meetings of his Zone Members per year. Each annual zone meeting will be held prior to the Annual General Meeting of the Membership within a time frame recommended by the Executive Committee.

A Training Session shall be included in the Agenda of the Zone Meetings and shall be organised by the Zone Training Officer.

The Director shall inform the 1st Vice-President of the time, date, and location of the meeting for the purpose of gaining authorization.

Members must be notified in writing of such meetings at least 15 days prior to the meeting at his last known mailing address.

When scheduled meetings are cancelled or re-scheduled due to weather conditions, verbal notice may be given.

Minutes of meetings shall be recorded by a member of the Zone other than the Zone Director, and forwarded to the Director and CCGA (M) Secretary with a list of those in attendance.

SO 6

Unit Training Meetings -

Under the auspicious of the President, meetings of Units shall be chaired by the Unit Leader. It is the responsibility of the Unit Leader to inform the Zone Director of his request to hold a Unit Meeting so that the Director may gain authorization.

Minutes of meetings shall be recorded by a member of the unit other than the unit leader and forwarded to the Director and CCGA (M) Secretary with a list of those in attendance.

Directors may request the Unit Leader hold a meeting of his unit. The unit Leader shall arrange such meeting on behalf of the Director.

A training session shall be included in the Agenda of all Unit Meetings and shall be co-ordinated by the Unit Training Assistant in harmony with the Zone Training Officer.

SO 7

UNIT LEADERS:

Responsibility:

The Unit Leader shall be responsible for the organization of his unit under the direction of the Zone Director.

The Unit Leader shall be a member in good standing, versed in the operation of the CCGA (M) and familiar with the By-Laws of the organization.

Entitlement of Office:

The Unit Leader shall be elected by the Members of the Unit he serves; such elections shall take place at the Annual Meeting of the Unit held prior to the Annual Meeting of the Zone.

He shall be eligible for successive terms.

He shall be responsible to recommend to the Zone disciplinary action, additions and deletions to the Unit Membership List.

He shall reside within geographical boundaries of the Unit.

The Unit Leader shall accept all applications for membership offered, and shall forward such applications to the Zone Director accompanied by the Unit Leaders recommendation. If his recommendation is negative, he shall provide an explanation to the Zone Director. He shall ensure that recruiting is carried out in accordance with the Contribution Agreement.

The Unit Leader shall assist unit members on an ongoing basis by:

- personal or telephone contact to relate the CCGA (M)'s interest in them as members
- encouraging members to participate in training and zone business
- providing access to forms, flags, etc. as required
- being available to the member should problems arise and transmit those problems to the Zone Director, creating eased communications for the betterment of all
- assisting recruited members in preparing their vessels for inspections and preparing themselves for training courses
- maintaining a list of unit members
- to report to the Zone Director the availability of members vessels and their readiness
- maintaining a list of loaned SAR related equipment and its readiness
- ensuring local police, fire departments, etc. are aware of Unit Members and their capabilities
- informing the Zone Director of taskings undertaken by the unit
- recommending equipment requirements to the Zone Director

- hosting two unit meetings per year utilizing a Business/Training format
- tabling a report at the Annual and Semi-Annual Zone Meetings including shortfall recommendations, unit strength, alterations in vessels, training programs, etc.
- overseeing the responsibilities of the Unit Training Assistant

SO 8

MEMBERSHIP (PROBATIONARY):

Probationary Members shall be admitted by the Executive Committee on recommendation of the Unit Leader, Zone Director and Membership Committee in accordance with the Contribution Agreement.

Application shall be recommended by the Unit Leader and Zone Director.

Upon acceptance the member shall be placed on a probationary list, pending his receipt of the required courses and his agreement to the MOU in accordance with the Contribution Agreement.

The probationary period shall be one year from the date of approval of his application or upon receipt of required courses.

In the event of non-compliance, the probationary member shall be removed from the membership list on the anniversary date of his acceptance without appeal.

During the probationary period the member shall be entitled to present himself and his vote at meetings of the incorporation.

Probationary members shall acquire within the probationary period, the following courses:

INTRO	CCGA (M) Introduction
RBM-5	First Aid/CPR
PCOC	Pleasure Craft Operator Card

Boat operators also require RBM-1 and RBM-3 before they can be tasked.

SO 8A

MEMBER IN GOOD STANDING

Compliance of the new member's probationary period will advance the member to a position of good standing.

A member in good standing shall be entitled to hold office within the incorporation.

Members, being found to be in contravention of the aims of the incorporation and who are assessed with penalties under the by-laws or Standing Orders, shall not be entitled to exercise a members' right to vote or hold office.

A member in good standing shall be considered in good standing provided his record does not contain infractions or penalties assessed him by a decision of a committee of his peers and in accordance with the by-laws and Standing Orders.

The term office means - any office for which an election or an appointment is required.

ASSOCIATE MEMBER

Associate members shall be admitted by the Executive Committee on recommendation of the Unit Leader, Zone Director and Membership Committee in accordance with the Contribution Agreement, or at the request of an existing member wishing to change their status from an active to an inactive member. Associate members do not have the right to hold office or vote. Associate members will remain on the mailing list for newsletters, etc. Associate members are not covered under the insurance policy and are not eligible for reimbursement of expenses.

SO 9

DUTIES AND RESPONSIBILITIES OF MEMBERS

Qualifications:

- 1) Be familiar with the duties and scope of the position to which you are volunteering.
- 2) Be certified to operate RT equipment needed to perform his/her duties.
- 3) Must sign the MOU.
- 4) Must abide by the conflict of interest guideline.

Membership: Having been recommended by the Unit or in the absence of a Unit, the Zone Director.

Requirements: Completion of the Rescue Boat Masters 1 Course prior to tasking by RCC. Refer to SO 4, Paragraph 1.

Responsibilities: To preserve lives endangered in marine incidents.

Related

Requirements:

- 1) To maintain an active interest in the CCGA (M) and its aims
- 2) To attend training, 2 (two) Zone Meetings and 2 (two) Unit Meetings per year unless otherwise unable to attend due to illness or reasonable excuse
- 3) To maintain member vessels in a state of readiness and condition required by CCGA (M)
- 4) To allow inspections to be carried out on request by

- CCGA (M)/CCG
- 5) To report to the Unit Leader the availability and readiness of his vessel
 - 6) To report on self-assigned CCGA (M) activities to CCGA (M)/RCC
 - 7) To report on activities to Unit Leader

Grandfather Clause: The Grandfather Clause will end December 31, 1994 and all existing members must comply with SO 9 within that time frame.

Conflict of Interest: Conflict of interest occurs when any and all members of the Association, CCGA-M Inc.,

- (a) has an interest that would provide a benefit, financial or otherwise, to them or a family associate;
- (b) the use of their office to influence or interfere in the running of zones, or other CCGA business.

SO 10

UNIT FUNCTION

Purpose: The Unit is to provide an organised forum for members within a defined geographical area within a zone. The Unit shall ensure organizational skills to achieve the aims of the CCGA (M) by:

- holding at least two training/business meetings per year
- providing a forum for Zone Directors and ex-officio members of the Unit an opportunity to address the unit on CCGA (M) Inc. matters
- providing a forum for the CCGA (M) Inc. membership on a local basis
- easing the flow of information and training opportunities to the membership
- maintaining a strength recommended by the Zone Director
- observing CCGA (M) Inc. By-Laws and Standing Orders
- electing a Unit Leader and Unit Training Assistant at each Annual Meeting of the Unit

SO 11

ZONE DIRECTOR - DUTIES AND RESPONSIBILITIES

Entitlement of Office: To be nominated and elected at the Annual Meeting of the Zone at which a quorum of Zone Members are present.

Qualifications: To be active as a member residing within the limits of the Zone, having those minimum qualifications of a member at large.

Duties and Responsibilities of the Directors: - To be responsible to the President and Executive

- Committee under the Auspices of the Board of Directors
- To serve as a member of the Board of Directors
- To serve as a member of special committees of the Board of Directors as appointed
- To attend meetings within Zone
- To provide guidance to Unit Leaders and Members
- To recommend membership
- To recommend deletion of members
- To ensure function of CCGA (M) Units within the CCGA (M) guidelines
- To report to the President monthly, Zone membership strength, incidents, damage, etc.
- To carry out duties requested by the Executive Committee
- To oversee the planning and organization of training seminars for the Zone by the Zone Training Officer
- To assist CCG training officer as requested
- To recommend Zone and Unit expenditures
- To recommend shortfall coverage
- To recommend equipment needs
- To maintain lists of Zone equipment and its disposition
- To table a written report at each Director's meeting. The written report will be available for the general membership to read at the Semi-Annual and Annual Meetings.
- To organize and chair two Zone meetings per year prior to the Semi-Annual and Annual Meeting of the Directors
- To chair and conduct nomination and election of Unit Leaders and Training Assistants at the Annual Unit Meetings
- To call Unit meetings where co-operation of the Unit Leader cannot be gained
- To ease the flow of information via the Unit Leader & Unit to the member
- To serve as arbitrator of in-house disputes as requested by Unit Leader or two or more Unit Members
- Be an ex-officio member of all Units within the Zone

SO 12

ZONE DIRECTOR'S ASSISTANT:

The Zone Director's Assistant is under the direction of Zone Director.

- Duties:
- To serve in the Zone Director's capacity in his absence
 - To represent the Zone Director at Unit Meetings
 - To assist the Zone Director as required

SO 13

DISCIPLINARY ACTION:

Disciplinary action may be taken against any Member, Unit Leader, Director or Executive Committee Member for any of the following.

Conduct unbecoming a CCGA (M) Member:

- By embarrassing the CCGA (M)
 - While on a tasking
 - While wearing the uniform
 - While displaying the CCGA vehicle door signs (magnetic)
 - While displaying the CCGA flag
- By conviction under the Narcotics Act at any time
- By conviction for crimes against fellowman (humanity) at any time
- By incompetence during CCGA(M) taskings from time of dispatch until tasking is over
- By negligence of duties of office from time of election until relief of duties
- By knowingly falsely reporting on CCGA(M) activities from time accepted in the CCGA(M) until termination from membership
- By continued disinterest in CCGA(M) activities, to be dealt with at zone level
- By infractions against Industry Canada and/or MOT regulations while displaying the flag
- By salving where tasking was offered by RCC and refused
- By conviction of a member in a Court of Law resulting in a suspension from operating and/or navigating a vessel.

A Disciplinary Board should be set up from the general membership for any and all of the above infractions. Report should be made to the directors at the next or special meeting for discussion and/or disciplinary action. Each case to be treated individually.

Disciplinary action may consist of:

- (a) Suspension of membership temporary or indefinite – Members receiving indefinite suspension may reapply for membership after five (5) years
- (b) Withdrawal of vessel from active list, temporary or indefinite
- (c) Removal or suspension from office
- (d) Refusal to pay tasking expenses, all or part
- (e) Suspension for term handed down on conviction of a member in a Court of Law from operating and/or navigating a vessel.
- (f) Probation

SO 14

TREASURER (Financial)

The Treasurer shall disburse all accounts received by his office within a reasonable time frame. He shall ensure that accounts are in accordance with the aims of the CCGA (M) Inc. within the scope of the Contribution Agreement.

The Treasurer shall be responsible to report incidents of discrepancies in accounts received to the Executive Committee for decision.

All moneys, funds, etc. shall be held by the treasurer in accounts for their purpose. Signing authority; **President and Treasurer.**

Moneys raised by a Zone, Unit or Committee for special purposes will be issued to the person designated by the majority vote of the Unit, Zone or Committee.

The person designated shall be responsible for the reporting of disbursements to his Zone, Unit or Committee.

Separate expense account sheets to be utilised for each incident of travel.

Expenses reimbursed members shall be subject to change from time to time by the Board of Directors CCGA (M) Inc.

Expense accounts must be submitted for payment within 30 days following the period that expenses are incurred. Expenses such as hotels, parking, telephone, ferries and airfare must be accompanied with the original receipts or payment will be denied.

Expenses only for CCGA (M) members shall be reimbursed, mileage shall only be reimbursed for the member operating the vehicle. Members travelling by public transportation shall be reimbursed for the actual costs incurred by the member. All overnight stays must be 50 kms or more from a member's residence and pre-authorized. Any exceptions must be approved by the President or Treasurer, or their delegate.

Meals shall be reimbursed to members within the following time frames:

Breakfast	If you depart before and return after	6:00 a.m. 9:00 a.m.
Lunch	If you depart before and return after	11:00 a.m. 1:30 p.m.
Dinner	If you depart before and return after	4:00 p.m. 7:30 p.m.

Incidental expenses may be charged for each full day of travel including the first and last day of travel.

A \$6.00 miscellaneous allowance will be allowed for members who are on an authorized activity, excluding SAR cases for three hours or more and are not eligible to claim a meal allowance.

Note: For the purpose of meal allowances, meal expenses will not be permitted where departure or arrival at your place of residence is started early or delayed for the benefit of the member solely. Any incidence causing delay in your return should be noted: i.e. accident - mechanical breakdown.

All decisions concerning expense accounts shall be under the authority of the Treasurer. Disputes may be referred to the President for consideration by the Executive Committee.

Incomplete accounts shall be returned to the originating member for clarification.

Taskings: The Treasurer shall have the authority to return any SAR Case Report Form for the lack of information not included by the Member as requested on the form.

The Treasurer shall not authorize reimbursement to a member for an incident unless:

- The incident be life threatening in nature
- The vessel be commanded by a Member in good standing
- The vessel be approved in accordance with Contribution Agreement
- The Member has achieved a level of knowledge in SAR-related duties as set from time to time by the Board of Directors
- The tasking was authorized by RCC

Expense Accounts: The Treasurer shall authorize reimbursement to members for reasonable travel expenses in accordance with the Treasury Board Travel Regulations or at rates set from time to time by the Executive Committee.

The Treasurer shall be responsible to report to the Executive Committee any discrepancies found in member's accounts for decision.

The Treasurer shall not authorize reimbursement to a member for expenses unless:

- The travel has been pre-authorized within the context of the Contribution Agreement
- The travel has been verified by required receipts

The Treasurer shall have the authority to return to the Member any account which in his opinion does not provide the correct information required by his of

SO 15

SECRETARY BOOKKEEPER

- Qualifications: The ability to type and record minutes of various meetings, to travel occasionally, to utilise computer programs in use by the organization, to keep accounts in use by the organization, to prepare financial statements, and to work without immediate supervision.
- Place Of Work: As assigned from time to time by the CCGA (M) Inc. Board of Directors.
- Supervision: To perform bookkeeping and administrative duties under the direction of the CCGA (M) Inc. President and/or his delegates. The Secretary/Bookkeeper shall be an employee of the incorporation.

Duties:

Perform bookkeeping duties by:

- receiving invoices from suppliers and members
- scrutinizing all invoices to ascertain their validity and correctness
- applying guidelines set from time to time by the Board of Directors and Contribution Agreement
- preparing invoices for approval by CCG/CCGA (M) Co-Ordinator

- preparing and recording expenditures
- preparing payment cheques for Authorized signatures
- preparing Claim Statement for CCG
- preparing Monthly Financial Reports
- disbursing payment cheques
- reporting to Executive Committee infractions on member's expense accounts and tasking accounts

Perform General Administrative Support Duties by:

- typing and disbursing letters and notices
- typing reports
- supplying on a regular basis various forms to members and directors
- recording minutes of Executive Meetings, Semi-Annual and Annual Membership and Directors Meetings
- preparing minutes for distribution
- distributing minutes
- maintaining files on each member including Application for Membership, Memorandum of Understanding, Training Qualifications of Members and Beneficiary Form
- distributing Notices of Meetings, etc.
- maintaining file on incoming and out-going correspondence concerning the

Executive Committee.

The Secretary Bookkeeper will (a) obtain the appropriate Drivers License for the vehicles being operated; (b) obtain and maintain Standard First Aid/ CPR and Radio Operators License; (c) obtain the Pleasure Craft Operator Card; (d) obtain a Hazardous Material Handling Course; (e) follow Federal and Provincial Work Place Safety Guidelines and (f) abide by the conflict of interest guideline.

Hours Of Work: Based on a 40 hour week, not necessarily 9:00 a.m. to 5:00 p.m. whereas meetings and employment schedule of the Executive Committee and Board of Directors will require weekend and evening work.

SO 16

MEMBERSHIP COMMITTEE:

The Membership Committee shall be chaired by the 1st Vice-President.

The Membership Committee shall consist of three members appointed by the President, two of which are recommended by the 1st Vice-President.

The Membership Committee shall be responsible for matters concerning membership.

FUNCTION:

The Committee shall process all enquiries for membership by:

- forwarding a membership application and acknowledging the inquiry
- receiving the application and assuring the rolls of the Director and Unit Leader is respected
- tabling applications at a meeting of the Executive or Board of Directors
- notifying applicant of the status of the applicant's application
- ensuring receipt by the member of a membership kit including:
 - a copy of the By-Laws
 - a copy of the Contribution Agreement
 - a copy of the MOU
 - a copy of the Beneficiary Form
 - a letter from the President
- informing the member of upcoming RBM-I courses and arranging with the Training Committee a seat on the course
- notifying the CCGA (M) CCG Co-ordinator of the applicant's status
- arranging for the Member's vessel to be inspected
- assuring that the member's name, address and qualifications are entered on the CCGA (M) Inc. Membership List

The Membership Committee shall be responsible:

- a) for the implementation of a Member's appeal and the orderly process of an appeal
- b) for the review of Membership requirements and shortfall areas in consultation with CCG
- c) for recommending to the Executive Committee and the Board of Directors the Committee's recommendations concerning their duties
- d) for the distribution of CCGA (M) Inc. flags and appropriate forms to Unit Leaders and Members.

Supply Officer - the Supply Officer shall be a member of the Membership Committee

- maintains a supply list
- issues supplies to Unit Leaders and Directors as requested prior to the boating season
- issues supplies to Unit Leaders and Directors in advance of zone or unit meetings

Meetings - The Membership Committee shall hold four meetings per year at a time and place chosen by the 1st Vice-President provided that two meetings shall be held in conjunction with the Annual and Semi-Annual Meetings of the Membership.

SO 17

MEMBERSHIP APPLICATIONS

The application for membership in the Canadian Coast Guard Auxiliary Maritimes Inc. shall be in a form as approved from time to time by the Board of Directors.

Applications shall be completed by the prospective member as required by the Board of Directors and contain information required by the Board.

Applications for member vessels shall be signed by the registered owner indicating the offer of use of the vessel to fulfill the CCGA (M)'s aims. Chartered vessels (i.e. bareboat charter) may be offered for service by the charters.

All applications offered by prospective members shall be dealt with in accordance with the human rights act. Unit leaders and Directors may omit their signature and approval and affix to the application a note indicating the reason for not approving the application.

It shall be the responsibility of the zone director to forward a completed application for new membership in the CCGA to the 1st Vice-President for consideration by the membership committee. The completed application shall consist of: 1) application form; 2) MOU; 3) Insurance form.

SO 18

BY-LAW COMMITTEE

A By-Laws Committee may be appointed for the purpose of reviewing the By-Laws and Standing Rules and shall consist of three members appointed by the President in consultation with the Executive Committee.

They shall meet from time to time as requested by the Executive Committee as the need for revision arises in accordance with functional requirements of the CCGA (M).

The By-Law Committee shall be chaired by the President or his delegate.

SO 19

PREVENTION OFFICERS

Each zone shall have at least two members trained and willing to carry out prevention duties in accordance with the Contribution Agreement.

CCGA (M) Inc. Prevention Officers shall be trained by the CCGA (M) as required in accordance with the Rescue Boat Master's Training Schedule.

Prevention Officers shall be trained to carry out duties in respect of certification for CCGA (M) use of member vessels and the examination of vessels owned by the general public for the purpose of "courtesy examination decals" and the promotion of safety at sea.

Prevention Officers shall be responsible to the Secretary under the auspices of the Board of Directors.

SO 20

ZONE / UNIT ELECTIONS

A meeting may be called for the purpose of election at any time by two members of the Zone or Unit or by a majority vote of the officers of the corporation.

SO 21

DUTIES OF THE OFFICERS OF THE CORPORATION

- prepare budget for presentation to the Board of Directors
- manage budget
- recommends to the Directors disciplinary action
- approves membership applications
- serves as prevention committee

PRESIDENT

- responsible to the Board of Directors
- oversee day-to-day operations of the incorporation
- oversee the functions of employees of the incorporation
- co-ordinates the day-to-day operations with Coast Guard
- is an ex-office member of all committees of the incorporation

1st VICE-PRESIDENT

- responsible for maintaining a membership list
- co-ordinate new member vessel inspections
- co-ordinate new member applications with training committee
- advise the officers and Directors of incorporation from time to time on member requirements
- co-ordinates the function of the Supplies Officer
- responsible for distribution of membership lists as required

2nd VICE-PRESIDENT

- responsible to the officers and the Directors for recommending present and future training needs
- responsible for initiating training programs that are mutually agreed with Coast Guard
- responsible for co-ordinating the Zone Training Officer's duties
- responsible for maintaining training records
- under the auspicious of the President, he shall co-ordinate training with the CCG Training Officer

SO 22

RECRUITMENT LEVELS

Members may be recruited within the categories of:

- General Membership
- Facility Owner
- Training Personnel
- Special Resource Persons
- Honorary Member

SO 23

PUBLIC RELATIONS OFFICER

Purpose - To perform public relations duties under the direction of the CCGA (M) Inc. President and/or his delegate

- Zone/Units may each appoint a Public Relations Officer
- Duties to include fostering the name and image of the CCGA (M) Inc.
- Public Relations Officer to be involved in news releases, public service announcements, posters, submitting articles, print ads, thank you's, etc.
- Public Relations Officer to help promote National Safe Boating Week
- Public Relations Officer to report on exercises in Zone or Unit area

SO 24

SAFETY OFFICER

MANDATE

To assist the Executive of Canadian Coast Guard Auxiliary (Maritimes), by evaluating personal injury reports, interviewing injured rescuers and making such recommendations to prevent such injuries from reoccurring.

OBJECTIVES

To review all personal injury reports and make recommendations to:

- the Executive of the Corporation on ways to prevent such incidents from reoccurring
- the Executive of the Corporation on matters dealing with developing new training programs relating to personal safety
- the Executive of the Corporation on matters dealing safety equipment

AIM

To assist the Executive of the Corporation in providing a safer environment for its members.

LOCATION

The Safety Officer for the Canadian Coast Guard Auxiliary (Maritimes) shall be responsible for all areas as defined by the corporation.

The safety officer of the Corporation shall be responsible to:

- the 1st Vice-President of the Corporation
- the President of the Corporation

The safety officer of the Corporation shall be responsible for:

- Investigating all personal injury reports of CCGA (M) members as assigned by the 1st Vice-President of the Corporation.
- Maintaining confidential records of such investigations in accordance with the Practices of the Medical Ethics of each Province as described within the corporation's boundaries.
- Provide to the President and the 1st Vice-President a confidential report of the investigation.
- Shall provide to the 1st Vice-President synopsis for the Board of Directors of such investigations in accordance with the practices of the Medical Ethics Council of each province.

- Shall upon written request, provide a report to the injured member of the corporation of such investigations in accordance with the Freedom of Information Act provided by each Province within the boundaries of the Corporation.
- Shall provide a Statistics report for the semi-annual general meeting of the Corporation, in accordance with the practices of the Medical Ethics Council of each Province and the Freedom of Information Act's of each Province as defined within the boundaries of the Corporation.
- Shall make recommendations of safety training to the Executive of the Corporation.

SO 25

CCGA (M) LOAN EQUIPMENT

- All loan equipment remains the property of CCGA (M).
- Any member found in violation of By Law 19, or violation of SO 13, or retires, or resigns, or otherwise is no longer a member in good standing of the CCGA (M), or no longer holds office requiring said equipment, shall within 30 days return any and all loan equipment recorded and signed for by the said member. Equipment shall be returned in a reasonable condition and timely manner.
- The CCGA (M) cannot afford to take on the responsibility of maintenance, licensing or any additional costs associated with any loan equipment. If a zone, unit, or individual accepts loan equipment including rescue craft they must be prepared to either fund raise on their own or share the cost of the operation. We will reimburse the vessel for tasking as we do for any CCGA (M) vessel and it would be covered by CCGA (M) insurance on authorized activity. The use of rescue craft should be pre-authorized including practice runs, patrol duty, etc. This would allow for insurance coverage and it should be recommended and encouraged that patrol duties and exercises take place, even if the CCGA (M) cannot reimburse. It should be noted when operating this vessel, because of its profile, it should be operated in a safe and professional manner.

EXAMPLE: NO WATER SKIING BEHIND RESCUE CRAFTS.

- All Loan equipment should be recorded and signed for and subject to inspection.
- Coxswains of rescue craft may require training before using these vessels.

Note: The use of rescue craft would help raise public awareness and CCGA (M) profile.

SO 26

REGIONAL BUSINESS MANAGER

JOB DESCRIPTION & STATEMENT OF DUTIES

The basic responsibilities of the Regional Business Manager will be:

- Report to the Board of Directors of the CCGA (M) Inc.
- Develop and implement an effective public relations and communications program, to increase the public's awareness of the CCGA (M) Inc.
- Develop and implement a corporate sponsorship strategy and campaign within the region, under the guidance of the national Business Manager.
- Manage the day to day activities of the office of the CCGA (M) Inc., the duties which will include: report writing, budget preparation and analysis, coordination of meeting, developing recruitment strategies, supervision of paid employees and preparing communications plans.
- Work closely with the Regional CCG personnel, Regional Board of Directors, and general membership on a daily basis.
- Provide advice and support to volunteer Project Officers and committee members.

Keep the Executive and board of Directors of the CCGA (M) Inc. apprised of trends, changes and current affairs in marine search and rescue and the boating world.

REGIONAL BUSINESS MANAGER'S DUTIES

- The Regional Business Manager will be under the immediate supervision of the President, CCGA (M) Inc. The Business Manager must work from a home office based on a (40) forty-hour week. He/she will be required to work evenings and/or weekends as the nature of employment may necessitate such working hours. No overtime wages will be paid for hours worked over the 40 hours per week.
- The Business Manager will answer and report to the Board of Directors through the President of the CCGA (M) Inc.
- The Business Manager will be responsible for implementing all Executive/Board approved regional communications strategies. He/she will initially present internal communications strategies targeted at the membership and Board of Directors to ensure that each member receives information appropriate to their involvement in the organization. This may include, but not be limited to, the recruitment and supervision of a newsletter Editor and effective utilization of e-mail for communication.
- The Business Manager will be responsible for identifying areas of corporate sponsorship and in consultation with the Executive, Board of Directors and National Business Manager will pursue these sources.
- The Business Manager must have detailed knowledge of the application and reporting procedures associated with the New SAR Initiatives Program, and will be responsible for the polling of the membership for proposals and prepare the necessary documentation for presentation and approval by the Executive, Board of Directors and Coast Guard Maritimes.

- The Business Manager may be required to travel extensively across the Maritimes and where instructed by the Executive will represent the CCGA (M) Inc. in establishing working relationships with regional organizations and companies. He/she will be required to design, print and present a multitude of succinct and accurate presentations on all aspects of CCGA (M) activities.
- The Business Manager may be required to deal with national and international corporations and industries that operate in the Maritime Region, as potential sources of sponsorships.
- The Business Manager must have an intimate knowledge of the policies associated the Contribution Agreement and the Government of Canada Financial Administration Act to carry out their responsibility for frequent compliance audits of contracts, invoices, travel and incident claims.
- The Business Manager will be required to work without close supervision and be able to provide in depth technical advice on the workings of the CCGA (M) and National SAR System to various committees and groups within the CCGA (M).
- The Business Manager must effectively utilize his/her intimate knowledge of the CCGA (M) Inc By Laws and Standing Orders to ensure compliance. Incidents of non-compliance will be reported to the Executive for corrective action.
- The Business Manager will (a) obtain the appropriate Drivers License for the vehicles being operated; (b) obtain and maintain Standard First Aid/ CPR and Radio Operators License; (c) obtain the Pleasure Craft Operator Card; (d) obtain a Hazardous Material Handling Course; (e) follow Federal and Provincial Work Place Safety Guidelines, and (f) abide by the conflict of interest guideline.

Other duties may be added at the discretion of the CCGA (M) Inc.

SO 27

REGIONAL OPERATIONS OFFICER

JOB DESCRIPTION & STATEMENT OF DUTIES

The CCGA (M) Inc. Operations Officer will report through the Business Manager to the Board of Directors of the CCGA (M) Inc.

The basic responsibilities of the Regional Operations Officer will be:

- Responsible for assisting with the implementation of the all regional programs as approved by the Executive and Board of Directors of the CCGA (M) Inc.
- Managing the maintenance program for all equipment held by the CCGA (M) Inc.
- Carrying out any day-to-day tasks as assigned by the Regional Business Manager, to ensure the effective operations of the CCGA (M) Inc.
- Provide support to volunteer Project Officers and committee members.
- Must work from a home office based on forty (40) hours per week. He/she will be required to work evenings and weekends as the nature of employment may necessitate

such working hours. No overtime wages will be paid for hours worked over the 40 hours per week.

- The Operations Officer will be under the immediate supervision of the Regional Business Manager, CCGA (M) Inc. ultimately be answerable to the Executive and Board of Directors of the CCGA (M) Inc.
- The Operations Officer will utilize his/her extensive knowledge of suppliers of marine & other equipment and as well as locations of CCGA (M) Units to coordinate the purchasing and distribution to the membership, of equipment obtained through New SAR Initiatives Funds or Corporate Sponsorship.
- The Operations Officer may be required to travel extensively across the Maritimes when asked by the Business Manager or Executive, to represent the CCGA (M) Inc. at meetings or functions. He/she shall follow the normal chain of command when conducting CCGA (M) business in a zone.
- The Operations Officer will use his/her extensive practical knowledge of pleasure and fishing vessel construction and equipment to carry out CCGA (M) vessel inspections as directed by the CCGA (M) Executive and Business Manager.
- The Operations Officer may be required to assist the Exercise Officer in coordinating SAR Exercises in the zones by providing experienced based, expert input into small craft SAR operations and procedures.
- The Operations Officer may be required to assist in providing RBM-1 Courses and will be required to provide Restricted Radio Operator Certificate training to the membership. The Operations Officer must utilize various communications approaches to fulfill these tasks as course participant demographics span all levels of education and training.
- The Operations Officer may utilize his/her extensive marine operational experience to work in partnership with the CG Auxiliary Coordinator and the CCGA (M) Safety Officer to investigate any accidents or incidents.
- The Operations Officer will work with the Rescue Challenge Committee to assist in easing the logistic demands on volunteers.
- The Operations Officer may assist as directed by the CCGA (M) Executive and Business Manager with the day to day logistical tasks necessary to deliver the SAR Prevention and Education Programs.
- The Operations Officer will be responsible for submitting to the Business manager and Executive, a weekly written report detailing his/her activities that week and supply a work-plan for the upcoming week.
- The Operations Officer may conduct recruiting in shortfall areas in consultation with the Zone Director, the Membership Committee Chair and the CCG.
- The Operations Officer will (a) obtain the appropriate Drivers License for the vehicles being operated; (b) obtain and maintain Standard First Aid/ CPR and Radio Operators License; (c) obtain the Pleasure Craft Operator Card; (d) obtain a Hazardous Material Handling Course; (e) follow Federal and Provincial Work Place Safety Guidelines, and (f) abide by the conflict of interest guideline.

Other duties may be added at the discretion of the CCGA (M) Inc.

SO 28

RECOGNITION OF ABSTAIN VOTE –

When doing business, a ‘yea’ vote will be a ‘yea’, a ‘nay’ vote will be a ‘nay’, and an abstaining vote will not count at all.