Curriculum/Training Committee Chairperson – Job Description

106.1 PURPOSE AND SCOPE

This policy is to provide guidance to the Illinois Search and Rescue Council (ISARC) Curriculum/Training Committee Chairperson in identifying the duties and responsibilities for the position of Curriculum/Training Committee Chairperson.

106.2 GENERAL POLICY

106.2.1 Content

The Illinois Search and Rescue Council (ISARC) Curriculum/Training Committee Chairperson is responsible for developing and revising, as necessary, a curriculum pertinent to search and rescue response and support functions including awareness, operations and management level courses.

106.2.2 Source of Supervision

The Illinois Search and Rescue Council (ISARC) Board of Directors Secretary reports directly to:

- Board Chair
- Executive Board
- Board of Directors
- Member Agencies

106.2.3 Direction Exercised

This position supervises:

- Curriculum/Training Committee.

106.2.4 Specific Duties

Primary duties and responsibilities:

- All duties and responsibilities as outlined by the Board of Directors.

- To establish and implement processes for coordinating student registration, instructors, host jurisdictions and student certification.
- Ensure instructor qualifications, validate instructors and coordinate instructor development training.
- Upon receiving an agency request for training, coordinate with the Scheduling Team to identify lead instructors, instructors and field training officers.
- Responsible for receiving and documenting all training records received from the lead instructors.
- Meetings and actions of this committee shall be governed by, noticed, held and taken in accordance with the provisions of the by-law concerning meetings of the Board of Directors.
- Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the Board of Directors Secretary.
- Responsible for overseeing the Scheduling Team, a subcommittee of this Committee.

106.2.5 Contacts

Interacts and has contact with:

- All Board Members
- External Agencies including Member Agencies, Support Agencies, State and Federal agencies.

106.2.6 Knowledge/Skills Required/Preferred

- Be a member in good standing of an ISARC Member Agency.
- Have the permission of the Member Agency Point of Contact.
- Have completed online FEMA (ICS) 100, 200, 700, 800 courses.
- Completed the 16 hour ISARC GSAR class.
- Meet the required 60 hour continuing education requirement.

106.2.7 Environmental Conditions

While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.

106.2.8 Additional Criteria

An appointed Committee Chairperson may be ard of Directors may be removed for just cause, which shall be defined as a breach or failure to perform duties, willful misconduct, unprofessional conduct,

unethical conduct, improper actions or immoral activities while engaged in their capacity as a member of the Board.