



## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Board of Directors Member</b>	<b>Effective Date: 8-1-2020</b>
<b>Document Number: JD-2020-001</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Board of Directors Member is responsible for the overall affairs of the Council
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Board Chairperson</li><li>• Executive Board</li><li>• Membership</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Any role as defined in the ISARC by-laws, policies or procedures.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• Establish, recommend changes to, and enforce the instruments of control of the Council, to include the by-laws, policies and procedures.</li><li>• Enforce the Code of Ethics and Code of Conduct.</li><li>• Conduct the business and administrative matters of the Board</li><li>• Establish, approve, implement and enforce policies, procedures and protocols for contact, liaison, cooperation and agreements with external organizations, agencies, individuals and other legal entities.</li><li>• Establish policies and procedures for board member appointments, as well as the control and conduct of the Board.</li><li>• Establish procedures and dates for all Board officer elections.</li><li>• Establish the functions, responsibilities and authorities of Board officers.</li><li>• Approve appointments made by Council Chair</li><li>• Establish procedures, dates, times and locations for all meetings.</li><li>• Register their addresses with the secretary of the organization.</li><li>• Participate in the regularly scheduled monthly Board meetings</li><li>• Participate as a Member of the Conference Committee</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Have completed a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
<b>Additional Criteria</b>	<ul style="list-style-type: none"><li>• A member of the Board 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.</li></ul>



## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Executive Committee Chairperson</b>	<b>Effective Date: 10-12-2020</b>
<b>Document Number: JD-2020-006</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Executive Committee Chairperson is responsible for the management of the business and affairs of the Organization, to the extent permitted.
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Executive Board</li><li>• Board of Directors</li><li>• Membership</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Executive Committee.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• All duties and responsibilities as outlined in the Board of Directors Member Job Description</li><li>• Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the corporate records</li><li>• Report to the Board of Directors as required by the Board</li><li>• Meetings and action of this committee shall be governed by, noticed, held and taken in accordance with the provisions of the bylaw concerning meetings of the Board of Directors.</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Complete a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
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<b>Additional Criteria</b>	<ul style="list-style-type: none"><li>• An appointed Committee Chairperson 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 Committee Chairperson</li></ul>
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## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Curriculum/ Training Committee Chairperson</b>	<b>Effective Date: 04-03-2021</b>
<b>Document Number: JD-2021-007</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Curriculum/ Training Committee Chairperson is responsible for the developing and revising, as necessary, a tiered curriculum pertinent to search and rescue response and support functions including awareness, operations and management level courses
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Board Chair</li><li>• Executive Board</li><li>• Board of Directors</li><li>• Member Agencies</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Curriculum/ Training Committee.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• All duties and responsibilities as outlined by the Board of Directors</li><li>• To establish and implement processes for coordinating student registration, instructors, host jurisdictions and student certification.</li><li>• Ensure instructor qualifications, validate instructors and coordinate instructor development training.</li><li>• Manage the coordinating with agencies requesting the training with lead instructors, instructors and field training officers personnel for scheduling, coordinating of all trainings</li><li>• Responsible for receiving and documenting all training records received from the lead instructors.</li><li>• Coordinate annual regional and statewide Search and Rescue exercises</li><li>• Meetings and action of this committee shall be governed by, noticed, held and taken in accordance with the provisions of the bylaw concerning meetings of the Board of Directors.</li><li>• Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the Board of Directors Secretary</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Complete a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
<b>Additional Criteria</b>	<ul style="list-style-type: none"><li>• An appointed Committee Chairperson 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 Committee Chairperson.</li></ul>



## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Outreach and Marketing Committee Chairperson</b>	<b>Effective Date: 04-03-2021</b>
<b>Document Number: JD-2021-008</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Outreach and Marketing Committee Chairperson is responsible to develop, implement and evaluate membership processes; and attain and retain member organizations
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Board Chair</li><li>• Executive Board</li><li>• Board of Directors</li><li>• Membership</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Outreach and Marketing Committee.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• All duties and responsibilities as outlined by the Board of Directors</li><li>• Focus on multiple methods of communicating with the membership, non-affiliated Search and Rescue Teams and public safety organizations through email, newsletters, website, mailings and other mechanisms.</li><li>• Include maintaining ISARC merchandise</li><li>• Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the Board of Directors Secretary</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Complete a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
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<b>Additional Criteria</b>	<ul style="list-style-type: none"><li>• An appointed Committee Chairperson 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 Committee Chairperson.</li></ul>
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## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Conference Committee Chairperson</b>	<b>Effective Date: 04/03/2021</b>
<b>Document Number: JD-2021-009</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Conference Committee Chairperson is responsible for the planning and management of the annual ISARC conference
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Board Chair</li><li>• Executive Board</li><li>• Board of Directors</li><li>• Membership</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Conference Committee.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• All duties and responsibilities as outlined by the Board of Directors</li><li>• Planning of all logistical needs for conference site and lodging</li><li>• Secure speakers and topics for breakout sessions</li><li>• Provide all organizational needs including recordkeeping</li><li>• Provide attendees with badging and conference schedule</li><li>• Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the Board of Directors Secretary</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Complete a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
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<b>Additional Criteria</b>	<ul style="list-style-type: none"><li>• An appointed Committee Chairperson 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 Committee Chairperson.</li></ul>
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## Illinois Search and Rescue Council Board of Directors Job Description

<b>Document Title: ISARC Mutual Aid Response Committee Chairperson</b>	<b>Effective Date: 04-03-2021</b>
<b>Document Number: JD-2021-0010</b>	<b>Revision: 1</b>

<b>Brief Description</b>	Illinois Search and Rescue Council Mutual Aid Response Committee Chairperson is responsible for the developing and implementing a coordination element for statewide mutual aid.
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<b>Source of Supervision</b>	Reports directly to: <ul style="list-style-type: none"><li>• Board Chair</li><li>• Executive Board</li><li>• Board of Directors</li><li>• Membership</li></ul>
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<b>Direction Exercised</b>	This position supervises: <ul style="list-style-type: none"><li>• Mutual Aid Response Committee.</li></ul>
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<b>Specific Duties</b>	Primary duties and responsibilities: <ul style="list-style-type: none"><li>• All duties and responsibilities as outlined by the Board of Directors</li><li>• Manage a process for deployment of all SAR specific resources within the State of Illinois</li><li>• Coordinate with IEMA as a ISARC Mobile Support Team (MST) when the State of Illinois or local jurisdictions request assistance for personnel and resources from the State of Illinois.</li><li>• Establish an ISARC resource typing library tool of all resources including personnel and search and rescue equipment that can be deployed by ISARC.</li><li>• Coordinate response with the ISARC hotline duty officer</li><li>• Appoint a Secretary of the Committee to keep minutes of its proceedings to be filed with the Board of Directors Secretary</li></ul>
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<b>Contacts</b>	Interacts and has contact with: <ul style="list-style-type: none"><li>• All Board Members</li><li>• External Agencies including Member Agencies, Support Agencies, State and Federal Agencies</li></ul>
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<b>Knowledge/Skills Required/Preferred</b>	<ul style="list-style-type: none"><li>• Be a member in good standing of an ISARC Member Agency</li><li>• Have the permission of the Member Agency Point of Contact</li><li>• Complete a fingerprint background check</li><li>• Have completed online FEMA (ICS) 100, 200, 700, 800 courses</li><li>• Completed the 16 hour ISARC GSAR class</li><li>• Meet the required 60 hour continuing education requirement</li></ul>
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<b>Environmental Conditions</b>	<ul style="list-style-type: none"><li>• While performing duties, members may be exposed to wet and/or humid, extreme hot and cold temperatures and outside weather conditions.</li></ul>
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**Additional Criteria**

- An appointed Committee Chairperson 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 Committee Chairperson.