

Hopatcong Ambulance Squad Inc.
Officers and Committee Responsibilities

President

The job of the President is to oversee the following committees and answer any questions they may have:

1. Publicity
2. Fund Raising
3. New Building Fund Raising
4. Dinner
5. Purchasing
6. Executive
7. Constitution/By-Law
8. Financial
9. Building & Grounds
10. Kitchen
11. Nominating

The President is to appoint a Parliamentarian.

The only committees the President needs to sit on are the following:

1. Purchasing
2. Executive
3. Financial
4. Constitution/By-Law

The Presidents job is to oversee the monthly business meetings and make sure they are running in a timely and orderly fashion

The President will take care of any incident reports and insurance company inquires

A copy of the Membership and commandeer drivers license should be run by HAS Insurance Company in the month of January/February. It is the Presidents responsibility to get paper work signed by membership and commandeer drivers.

A budget of the squad has to be decided on by September. This means that the President needs to have a meeting with the Financial Committee no later than July. Bring the proposed budget to the membership in August to vote on.

Any message which would like to be put up on the sign outside the building needs approval from the President.

Use of the building in any capacity needs to be approved by the President and a member of HAS must be in attendance at all times

Any HAS equipment that comes from the building must be approved by the President prior to its use. Member must sign the equipment out in the book which is located in the meeting room.

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Vice-President

The job of the vice-president is to work concurrently with the President in all the President's duties in the case the President can not preside at any meetings or be contacted. The Membership must know that the Vice-President and President work closely together and that the membership may at any time contact either President or Vice-President for any questions which needs to be addressed

Publicity Committee

This committee is to inform the news media of events participated in by the Squad. This includes notifying the newspapers (The Herald/ The Record), Cablevision, Fliers around Town (make the fliers not necessarily hand them out), Borough Bulletin Board, School newsletter (this is distributed every two weeks and info must be in the previous Monday to the School Board of Education. You can also email it to jmancuso@hopatcongschools.org). If the Squad participates in i.e. Parades (for judging) and wins notification to the papers would be nice with a picture. This is not the Publicity's responsibility (only the Captain or President may talk to the papers) to talk to the paper or any other facility which is inquiring any information about any squad calls or membership questions. Any questions concerning the squad other than events we run must be referred to the Captain # 973-770-0440. **All information must be approved by the President prior to distribution.**

Fund Raising/New Building Fund Raising Committees

Organize all fund raising activities and all fund raising affairs. Committee will keep record of all persons who participate in fund raising activities. At the end of each fund raising affair, it will be the responsibility of the Chairman of Fund Raising to get the names of the people who participated in the fund raiser to HAS LOSAP data entry person. All monies are to be delivered immediately to the Treasurer or proper chain of command if treasurer is not available (President, Vice-President). No monies are to be brought home from the end of an event. Ongoing fund raising will be set up with the treasurer as to when monies are needed. Upon completion of an event a book on the event will be established for future use. A list of possible fund raising activities should be brought to the January business meeting so fund raising can be started immediately.

Purchasing Committee

Captain, President, 1st & 2nd Lt and Treasurer will meet when any purchase of \$50.00 or more dollars are being asked to be spent for needs of the squad, building or equipment which are deemed necessary and can not wait till a monthly meeting.

Parliamentarian

Appointed by the President and knows Constitution and By-Laws. Settles any disputes as far as procedures go. Will be given a copy of Roberts Rules of Order which is property of the squad. Will also be given current copies of the Constitution and By-Laws along with the Captain's SOP's.

Executive Committee

Consists of the President, Vice-President, 1 st & 2nd Lts, Captain and Treasurer. Conducts special meetings and business that is crucial for the good of the Squad. These meetings could include any business which needs to have a response within a short period of time or a meeting on which a complaint is made. It is the Executive Committee to go over the Captains SOP's ASAP and a new copy is to be given to every member by the February monthly meeting. It is the responsibility of this committee to approve who is invited to the yearly squad dinner.

Constitution/By-Law Committee

This committee will meet after the January meeting for any Constitution changes (if members would like to make a change to the Constitution it must be presented no later than the January monthly meeting). This committee will meet at anytime a By-Law change is requested which can be at any time during the year..

Financial Committee

Treasurer, President, Captain & 2 active members will develop a feasible budget in July and bring to the August meeting for voting of the membership.

Building and Grounds Committee

Chairperson is the Steward. The steward is to set up 3 building work details within the year. The steward is to over see the Building and Grounds Committee. The steward is to make sure that the following supplies for the Building are always stocked: Murphy's soap, bleach, pledge, paper towels, toilet paper, sponges, soap, comet/ajax, lysol, Windex, brooms, mops, garbage bags. Any problems in the Bldg. or on the Property should be addressed with the Steward immediately by calling and leaving a message on the Stewards machine. If no immediate response a call to the President should be made. If no immediate response a call to the Vice President should be made. The Building and Grounds Committee is responsible for the keep up of the building and grounds. Make sure that nightly crews are doing their building duty to keep the building & grounds neat and clean. Committee in December should decorate the squad building and put up Christmas tree and lights.

Kitchen Committee

Keep the kitchen clean order supplies such as dish detergent, sos pads, coffee cups (which are kept in the shed), sugar/equal, coffee (reg/decaf), coffee filters. Monthly meetings arrive 7:15pm to set up, make coffee, purchase milk, desserts and clean-up. Supply food for Building Details (donuts, bagels, coffee, milk). Supply monthly road drive with coffee, donuts or bagels. Supply monthly training drills with (coffee, milk/half & half, and small snack). December monthly meeting order platters for Christmas Party, set up and clean-up. Any receipts which you incur are to be given to the Treasure the same month you incur the charges for reimbursement. You are not a maid to the members they will aid in keeping the kitchen clean.

Nominating Committee

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September ask all members who are eligible to run if they are interested in any positions. Refer to the Constitution for correct months of service for each position. Bring these names and present them to the membership at the October business meeting. Make sure the Recording Secretary has the list a week prior to the October business meeting.

Recording Secretary

Take notes at monthly business meeting and type out minutes. Email to all Active Members within a week of the meeting. One copy gets put in Butch's mail box another copy posted on the cork board outside bays and a copy with all minutes and reports from the meeting given to the president for filing within one week of the meeting. Record all monthly meetings on audio tapes. The recording secretary will make sure all office supplies are stocked. The following are: staples, staplers, scotch tape, AAA batteries, push pins, Writing pads, pens, pencils, copy/computer paper, ink for printer Give list to President for purchase.

Will attend Executive Meeting and any other meetings which are to be acknowledge as official meetings and minutes need to be taken. Whatever is said at the executive meetings are confidential and not to be discussed outside of the meeting. Minutes must be typed up and given two copies to the president for filing purposes within a week of the meeting.

Must be available to squad members who would like an absentee ballot if they have a valid reason for not attending the voting. Member must meet with you and fill out ballot and put into a blank envelope and sealed and then put into another envelope which is sealed and their name written on the outside. Must write up ballots for voting and distribute during meeting at which voting is going to take place.

Corresponding Secretary

To receive all correspondence to record. Corresponding Sec will make all correspondence of the squad. Any thank you's will be sent to the Corresponding Secretary to handle. Corresponding Secretary will assume the duties of the Recording Secretary in his/her absence.

Treasurer

Collect and receive all monies to the squad (donations, road drives, fund raisers, etc) Pay monthly bills. Present a monthly statement of receipts and disbursements at the monthly meeting. The treasurer will have a yearly audit of squad books with the Vice-President sitting in on the audit. This does not need to be with an accountant just has to meet all NJ state guidelines. President/Vice-President must know all funds the squad has and where any paperwork is which might be needed if the Treasurer is unable to due his/her duties for any given time.

Annual Turtle Race

This committee is a short term committee which will start 6 months prior to the Race. The chairperson will apply for the permit and reserve the State Park up to one year in advance. Publicity is to be given to the publicity committee 4 months prior to the race for distribution to all papers and television stations. All games, prizes and supplies must be purchased 1 month prior to race and all spending must be approved by the President prior to any purchases.

Picnic

This committee is a short term committee which will start three months prior to the picnic date. A location must be found for picnic. Local businesses may be asked for donations of food and drink. These items must be collected and delivered to the location. Any spending must be approved by the President prior to purchasing.

Dinner

This committee will be a short term committee and will make up invitations, address and mail along with response cards to all invitees. They must also order all plaques for Borough, Mutual Aide Towns and any special plaques. Must put together all awards that were earned for the year. The committee must also find a place to have the dinner and entertainment (which is to be done one year in advance of the date which is always the first Saturday in February). This committee will also purchase gifts for squad members and drivers, flowers for members and life members. They will keep a record of invitees and the RSVP's.

Tree Sale

This committee will be a short term committee and will start approximately in August if not early getting prices for trees and wreaths. This committee will set up and run the annual tree sale. Publicity should be started three months prior. This committee will pick up trees the week of the sale, set up trees and pricing. Make sure that the members who are selling have start up funds. Committee person will collect all monies at end of sale total and hand over immediately to treasurer. A report will be presented to the membership at the next monthly meeting

Spaghetti Dinner

This committee will be a short term committee and will start approximately in four months prior to dinner. This committee will set up and run the spaghetti dinner. Publicity should be started three months prior. This committee will pick up supplies the week of the dinner. Make sure that the members who are selling have start up funds. All pre-sold tickets to be collected the Wednesday prior to the dinner. Committee person will collect all monies at end of the event total and hand over immediately to treasurer. A report will be presented to the membership at the next monthly meeting.

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Captain

The job of the Captain is to oversee the following committees and answer any questions they may have:

1. Investigating
2. Recruiting
3. Public Relations
4. Training
5. Assistant Engineers
6. Call Sheet
7. Good and Welfare
8. Gold Cross
9. LOSAP

The only committees the Captain needs to sit on are the following:

1. Purchasing
2. Executive
3. Financial
4. Recruiting
5. LOSAP

The Captain's responsibilities are to ensure that all members abide by the Captain's Standard Operating Procedures (SOPS), By-Laws and Constitution as it pertains to the answering of Emergency Calls. The Captain is also to ensure that all members maintain proper certifications, drivers' license and make necessary quotas with respect to Drills, 'Rig Details', and the running of Emergency calls. The Captain can be asked to help settle disputes between members as necessary and help promote conflict resolution in order to maintain Squad moral. The Captain is to be the liaison between the Town Administration, Police and Fire Department (s) and build an alliance to improve squad relations. He/She will ensure adequate scheduled coverage (Duty, Backup, Special Events) is provided to maximize the quality of Patient Care offered to our community. He/She is ultimately responsible for the operation/maintenance of the ambulances, supplies and equipment and the proper documentation of squad calls through the use of call sheets.

The Captain is responsible to oversee the LOSAP committee and to insure that the points are being entered properly into the LOSAP program and to insure that the monthly points are tallied and the LOSAP coordinator receive such points by the 15th of each month.

1st Lieutenant

The 1st Lieutenant's responsibilities include assisting the Captain in performing the above-mentioned tasks. Specifically, the 1st Lt. is responsible for the ordering and issuing of gear and ordering and issuing of dress uniforms. Also 1st Lieutenant will maintain a list of Squad Jackets/Pants, Jumpsuits and in some cases helmets. Will also keep membership files up to date (Certs, Drivers Licenses and required training etc).

2nd Lieutenant

The 2nd Lieutenant's responsibilities include assisting the Captain in performing the above-mentioned tasks. Specifically, the 2nd Lt. is responsible for ordering all the disposable and non-disposable supplies as well as to arrange repair and replacement of all pagers/radios. 2nd Lieutenant will also be in charged of ordering the O2.

Engineer

Keep all rigs in working order, to check that all equipment in reference to the rigs are ready for service. Supervise the repair and upkeep of all equipment. Have 3 Rig Work details in a year. Make sure that the rigs are inspected and all paper work that should be in the rigs are. Make sure that the clip board which are in the bays have rig check sheets on them and cabinet seal sheets on them.

It is the Engineers responsibility to make sure that the books in which the squad refer to which are in the rigs (hospital radio numbers, street addresses, directions to hospitals) are kept up to date.

It is the Engineers responsibility for squad's involvement in parades and is to oversee Rig Details to prepare the trucks for these events.

The Engineer will be called in case of any problems arising with a rig if the Engineer is not home a message is to be left and a written explanation is to be put on the white board in the bays. The Engineer will be the one to take the rig out of service unless the rig can not be driven by the crew in charge at that time. If a Rig is put out of service by a crew they must leave a message on the Engineers phone as to why. The engineer will put any rig back in service after he/she has checked the rig.

Two Assistant Engineers

To assist the engineer in all his duties.

Investigating

This committee will meet when a person fills out a membership application form and has all appropriate paperwork completed (application, medical from doctor also containing appropriate shots record, valid cpr card, valid driver's license) and handed in for Committee review prior to the interview. They will interview the person and follow all procedures listed in the by-laws. They will also take care of any inactive members wanting to become active again.

Recruiting Committee

It is the responsibility of this committee for planning and implementing, ways of recruiting new members for either EMT classes and have schedules or First Responders and inform the training committee of such. This committee will attend EMS Day, Parent Fair and any event where a table for recruiting will be placed.

Public Relation Committee

This committee should educate the public with demonstrations and/or lectures. This committee is responsibility for setting up Safety Town with Hudson Maxim School during July & August and set up EMS week with the Schools. They are also to run in conjunction with the Publicity Committee.

Training Committee

Will be responsible for the monthly training drills. If no CEU's are set up for the month then a drill on equipment will be given except for the month of April which there will be Professional CPR w/AED renewal. No training drills are to be held during the months of December, July and August. A list of attendees will be given to the LOSAP data entry person.

Call Sheet Committee

This committee is responsible for reviewing call sheets to ensure policies concerning proper documentation are being followed. They also implement changes/improvements to call sheets. This committee should work closely with the BLS Software/WEB Design committee on issues that pertain to call sheets.

LOSAP Committee

This committee will consist of three members which are the Captain and 2 more appointed by the Capt/Pres. This committee will attend any meetings with the town or fire department concerning LOSAP. This committee will make sure the LOSAP points are being calculated and answer any questions that the membership may have.

Good and Welfare

Send cards, flowers, fruit baskets, etc. to any member or any members immediately family for hospitalization or in case of death. To send card along with savings bond to any member who has a child born. An amount of \$40.00 for flowers or fruit baskets unless the Captain approves otherwise. Send card to any hospitalization of a district member or members family which the Good and Welfare are made aware of.

Gold Cross

Gold Cross delegates attend the monthly Gold Cross meetings. These apprise local squads of changes at the state-level and at the 12th district level regarding funding, policies, training, etc. Typically there are 2 delegates and two alternates. Gold Cross Meetings are held at a different Squad building each meeting within Sussex County the second Thursday of each month. It is the responsibility of this committee to make sure when it is HAS turn to have the meeting that they arrange for building cleaning, food and set up with the appropriate committees

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BLS Software/ Web Design Committee

Responsible for monitoring the BLS Software, implementing updates and fixes Contact Tech Support concerning specific issues. Updating the web page and ensuring that its content is current. This committee will make sure there all access codes and passwords are given to the Captain

Grant Committee

Responsible for finding and pursuing available grants that would benefit Hopatcong Ambulance Squad. Grant writing involves the coordination of several activities including planning, searching for data and resources, writing, submitting a proposal to a funder and follow-up.

Rig Planning Committee - AS NEEDED

Responsible for putting together a short term committee to put specifications for a new truck together. Contacting potential ambulance manufacturers and sales people. Three bids are needed. Contact area squad to arrange to see their new trucks and ask questions concerning their opinion of service and reliability issues. Submit a budget to the town by August. Provide specs to town for review. Ensure that the bidding process is fair and accurate concerning our needs and specifications. Work with the town administrator to ensure that our request for a new truck is being brought before council for voting. Make sure this is given to the town prior to their budget meeting.

EMS Day/Parent Fair Committees

These Committees are short term. These committees are to give publicity information 1 month prior to event. These committees are to make sure they have supplies for hand outs and such. EMS Day will need to have tables and ambulances available on display with equipment along with setting up with fire department an extrication demonstration. Also have vitals table set up with cards to write down findings. Have handouts for children (coloring books, hats, stickers). Parent Fair Committee have handouts for distribution (coloring books, hats, stickers, History of HAS, Membership Applications, Recruiting information (work with recruiting committee).