



A-1 Utah CISM Job Description

Title: *Team Member*

Job Summary: Provides an organized approach to the management of stress and responses of emergency service workers having been exposed to, or showing signs of, traumatic stress experienced in the line of duty.

Accountability:

1. Responds to calls from the team debriefing coordinators and in collaboration with the assigned mental health worker and team members, provides an established debriefing process at the incident location, or subsequent to incident, in a defined meeting place.
2. Offers encouragement and support to affected emergency service workers who request a debriefing. May make recommendations to the Mental Health Professional regarding follow up to the well being of affected workers.
3. As per team protocol, completes the required records of activities. This includes records of expenses incurred during debriefings and total hours engaged in debriefings or training activities. The Mental Health Professional will take the lead and will complete the debriefing report within 72 hours. The senior peer will assume responsibility for completing this report if assigned.
4. Delivers in-house educational programs approved by the outreach and training coordinator. Promotes the benefits of critical incident stress debriefings.
5. Serves as assigned, or volunteered, on the team's sub-committees.
6. May write articles or provide relevant information to CISM Team Newsletter Editor. Maintains current knowledge of team activities through reading of the newsletter.
7. Maintains strict confidentiality regarding debriefings held, including topics discussed and personnel involved. Any breach of confidentiality will result in immediate removal of individual from the team and program.

Minimum Qualifications:

1. Emergency service worker in good standing with their agency, or with the approval of the executive board. This could include retired personnel.
2. Complete orientation training and participate in the annual training and other required training sessions as summarized in By-Laws Article 2.
3. Ability to volunteer a flexible number of hours needed for support activities, i.e., subcommittee member, data research, in-house educator, etc.



A-2 Utah CISM Job Description

Title: *Chair Person*

Job Summary: Responsible for the overall functioning and associated administration operations of the Utah CISM Team. The incumbent serves in the position for a period of one year.

Accountability:

1. Sets the meeting agendas and chairs all executive board and team meetings.
2. Responsible to ensure good public relations, and working relationships with other agencies.
3. Represents the team before public, governmental, educational and other agencies.
4. Assigns chairpersons for all ad hoc committees.
5. Contributes "Letter from the Chairperson" to all requesting publications, providing reports on the team's activities, philosophy, goals, etc.
6. Oversees administrative operations of the team. This includes but is not limited to the timely distribution of meeting notes, and developing a strategic plan for the wellbeing of the team.
7. Upon leaving office serves as an advisor in the position of Immediate Past Chair for a period of one year.
8. If term cannot be completed, 1st Chair or Immediate Past Chair may fill the position for the remainder of that term. If that is not possible, the Executive Board has the authority to fill the position.
9. Supervises periodic review of By-Laws.
10. Ability to volunteer a flexible number of hours to complete Chair responsibilities, to attend and chair 90% of Executive Board meetings

Minimum Qualifications:

1. Must be a member of the Utah CISM Team for a period of three years.
2. Must be a member of the Executive Board and served as 1st or 2nd Vice Chair.
3. Participate in the annual training and other required training sessions.



A-3 Utah CISM Job Description

Title: *1st Vice-Chair*

Job Summary: Reports to the Executive Board Chair. Works closely with the chairperson as a “mentee”. Follows up on work of committee chairperson. Acts as a mentor to the 2nd Vice Chair. Assumes chairperson position after one year term is completed.

Accountability:

1. Co-ordinates the operations of the CISM Team, as appointed by the Chairperson.
2. Semi-annually, evaluates membership levels of peer and mental health members to ensure that it is consistent with the need for debriefings and training. Makes any recommendations to the Executive Board.
3. Reports to the Executive Board on the progress of all committees under his/her direction.
4. Writes letters and reports for the newsletter as requested.
5. Acts in place of the Chairperson as needed, and completes other duties as assigned.
6. Attends a minimum of 80% of all Executive Board meetings.

Minimum Qualifications:

1. Participate in the annual training and other required training sessions.
2. Must be a member of the CISM Team for a period of at least two years.
3. Ability to volunteer a flexible number of hours to complete responsibilities.



A-4 Utah CISM Job Description

Title: *2nd Vice-Chair*

Job Summary: Reports to the Executive Board Chair. Works closely as a “mentee” of 1st Vice Chairperson. Completes tasks assigned by the chairperson. Assumes 1st Vice Chair duties after one year team is completed.

Accountability:

1. Co-ordinates the operations of the CISM Team, as appointed by the Chairperson.
2. Reports to the Executive Board at every business meeting on the progress of all committees and tasks under his/her direction.
3. Is prepared to assume responsibilities of 1st Vice Chair in the event of a vacancy.
4. Oversees the quarterly newsletter.
5. Writes letters and reports for the newsletter as requested.
6. Coordination of the annual CISM Team training seminar and Regional Coordinator training.
7. Completes other duties as assigned.
8. Attends a minimum of 80% of all Executive Board meetings.

Minimum Qualifications:

1. Participate in the annual training and other required training sessions.
2. Must be a member of the CISM Team for a period of at least one year.
3. Ability to volunteer a flexible number of hours to complete responsibilities.



A-5 Utah CISM Job Description

Title: *Immediate Past Chair*

Job Summary: Acts as an information source for the current Executive Board, the present Chair, and/or the Clinical Director. This is an honorary position for those persons who have served as Chairperson of the Utah CISM Team. The person shares information and expertise to the current executive officers.

Accountability:

1. Fills temporary or new assignments as requested by the Chair.
2. Attends executive committee meetings and gives input to the team's operations.

Minimum Qualifications:

1. This position is only held by the individual who is the immediate past chairperson.
2. Participate in the annual training and other required training sessions.
3. Ability to volunteer a flexible number of hours to complete responsibilities.
4. Attend at least 80% of executive board meetings.



A-6 Utah CISM Job Description

Title: *Bureau of Emergency Medical Services & Preparedness Representative*

Job Summary: Serves as the Liaison between the Utah State Bureau of EMS and the CISM team's Executive Board. The incumbent is an employee of the Bureau of EMS and is assigned to this position by the Bureau Director.

Accountability:

1. Serves as the central communications point for members of the Utah State CISM Team and the Utah State Bureau of EMS.
2. Contributes articles to the CISM Team Newsletter.
3. Responsible for overall financial solvency of the team. Will ensure that the basic financial needs to the team are met.
4. Informs the Executive Board of training opportunities for the CISM team.
5. Provides technical support to the CISM Executive Board.
6. Acts as a resource for the Executive Board in interpretation of all EMS rules and regulations.

Minimum Qualifications:

1. Employee of the Utah Bureau of EMS and Preparedness and assigned to serve as liaison to the CISM Executive Board by the EMS Bureau Director.
2. Ability to provide a flexible number of hours to complete given assignments, and attend scheduled Executive Board meetings.
3. Participate in the annual training.



A-7 Utah CISM Job Description

Title: *Clinical Director*

Job Summary: Reports to the Executive Board. Participates in selection of new team members and responsible for their initial and ongoing training, makes decisions on interventions, and oversees quality assurance for the team.

Accountability:

1. General supervision of the team's mental health professionals.
2. Reviews and monitors debriefings.
3. Assures that quality Continuing Education programs are provided.
4. Gives assistance to peers so they are prepared to lead a debriefing if necessary.
5. Assists with developing written operational protocols.
6. Assists in selection and training of team members.
7. Assists with referrals and follow-up services.
8. Provides clinical support and program guidance to team members.
9. Chairman of Quality Assurance Committee.
10. Attend all executive board meetings.

Minimum Qualifications:

1. Degree in Social Work (MSW, DSW), Master's Degree, of Ph.D. or Psych Degree in Clinical or Counseling Psychology.
2. Experience as leader/co-leader in group therapy.
3. Background in crisis theory.
4. Ability to volunteer a flexible number of hours to complete responsibilities.
5. Participate in the annual training and other required training sessions.



A-8 Utah CISM Job Description

Title: *Data Coordinator*

Job Summary: Responsible for collection and compilation of team statistics. Reports to the Chairperson.

Accountability:

1. Maintains a debriefing incident log.
2. Maintains outreach training statistics.
3. Maintains update of CISM status sheet on computer. Generates an annual report of activities for the executive board. (Available upon request to any team member).
4. Distributes monthly activity report to the EMS Bureau, 1st Vice Chair, Team Secretary and Regional Coordinators. This should be done by the 10th of each month.
5. Coordinates the CISM debriefing form with debriefing incident log to maintain accuracy.
6. Coordinates outreach education requests with the Outreach Education Coordinator to ensure accuracy of statistics.
7. Forwards copies of Debriefing Forms and Evaluation Questionnaires to Clinical Director for quality assurance review.

Minimum Qualifications:

1. Must be a member in good standing with a minimum of one year experience with the Utah CISM Team.
2. Ability to volunteer a flexible number of hours needed to complete given assignments.
3. Must have access to a computer, the internet, and have knowledge of spread sheet programs.
4. Participate in the annual training and other required training sessions.



A-9 Utah CISM Job Description

Title: *Debriefing Coordinator (Callout team)*

Job Summary: Calls and coordinates team members responding to requests for on-site or post incident debriefings. The incumbent serves on an on-call, rotational basis.

Accountability:

1. Under the direction of the Clinical Director, contacts team members to respond to a debriefing, defusing, or on-site intervention assignment. Reports to the Senior Debriefing Coordinator that the call out was made and the names of CISM team members responding.
2. Completes all records of requests for service and outcome. Forwards the information to the Sr. Debriefing/Data Coordinator within 72 hours of the intervention for inclusion in central record keeping.
3. Performs other call out assignments as directed.

Minimum Qualifications:

1. A member of good standing with the Utah CISM Team.
2. When on call, must be available seven days a week, 24 hours a day for the assigned period. If unable to make calls, ensures that another debriefing coordinator is able to fulfill assigned duties.
3. Ability to volunteer a flexible number of hours needed to complete other given assignments.
4. Participate in the annual training and other required training sessions.



A-10 Utah CISM Job Description

Title: *Emergency Dispatch Representative*

Job Summary: Acts as a liaison between the emergency dispatchers of the CISM team and the CISM Executive Board.

Accountability:

1. Acts as liaison between the emergency dispatchers on the CISM Team and the CISM Executive Board. Keeps the Executive Board informed of any concerns or problems the dispatch peers may be having.
2. Encourages and promotes the education of emergency dispatchers in the State of Utah as to the nature of critical incident stress and services of the team that are available.
3. Facilitates a working relationship and ongoing communications between the CISM team and professional dispatch organizations.
4. Completes any assigned duties delegated by the Chairperson.
5. Attend 80% of all Executive Board meetings

Minimum Qualifications:

1. Must be affiliated with public safety emergency dispatching.
2. Must be a CISM Team member for a minimum of one year.
3. Ability to volunteer a flexible number of hours needed to complete assignments..
4. Participate in the annual training and other required training sessions.



A-11 Utah CISM Job Description

Title: *Emergency Medical Services (EMS) Representative*

Job Summary: Acts as liaison for the EMS providers of the State of Utah (EMT's, Paramedic, Winter Emergency Care providers, etc.) and reports their needs and desires to the Utah CISM Team.

Accountability:

1. Stays current and active with the EMS community in such a manner as to be able to represent their needs and desires. Communicates with the State EMS Board at least quarterly about their EMS community needs and reports CISM activities and concerns.
2. Contribute information to the state EMS newsletter if requested by the Executive Board.
3. Encourages and promotes CISM education for the EMS community in the State of Utah as to the nature of critical incident stress and availability of the team.
4. Attend 80% of all Executive Board Meetings

Minimum Qualifications:

1. Current certification in the EMS field and working as an EMS provider
2. Must be an active member of the CISM Team for one year.
3. Ability to volunteer a flexible number of hours needed to complete given assignments.
4. Participate in the annual training and other required training sessions.



A-12 Utah CISM Job Description

Title: *Firefighter Representative*

Job Summary: Acts as a liaison between Utah Fire Service and the Utah CISM Executive Board.

Accountability:

1. Acts as liaison between firefighters state-wide and the CISM Executive Board.
2. Encourages and promotes the education of fire service professionals in the State of Utah as to the nature of critical incident stress and services of the team that are available.
3. Complete duties as assigned by the Chairperson.
4. Attend 80% of all executive board meetings.

Minimum Qualifications:

1. Must be a member in good standing as defined by Article 2.
2. Must be a CISM Team member for a minimum of one year.
3. Ability to volunteer a flexible number of hours needed to complete assignments.
4. Must be able to volunteer a flexible number of hours to attend other fire service meetings and communicate with fire department organizations within the state.
5. Participate in the annual training and other required training sessions.



A-13 Utah CISM Job Description

Title: *Law Enforcement Representative*

Job Summary: Acts as a liaison between Utah law enforcement professionals and the Utah CISM executive board.

Accountability:

1. Acts as liaison between state-wide law enforcement professionals and the CISM Executive Board.
2. Encourages and promotes the education of law enforcement professionals in the State of Utah as to the nature of critical incident stress and services of the team that are available.
3. Complete duties as assigned by the Chairperson.
4. Attend 80% of all Executive Board meetings

Minimum Qualifications:

1. Must currently be employed as a Category I police officer in the State of Utah and be a CISM team member for a minimum of one year.
2. Ability to volunteer a flexible number of hours needed to complete given assignments.
3. Participate in the annual training and other required training sessions.



A14 Utah CISM Job Description

Title: *Mental Health Representative*

Job Summary: Acts as liaison to Utah CISM mental health professionals and ensures timely and appropriate training for all team members.

Accountability:

1. Acts as liaison between the mental health professionals and the CISM Executive Board. Communicates as needed with mental health professionals about CISM activities and concerns.
2. Attends executive board meetings, team meetings, and performs any assigned duties delegated by the Chairperson.
3. Writes articles for the quarterly newsletter describing any upcoming training opportunities.
4. Coordinates with Clinical Director on team's quality assurance.
5. Helps coordinate the annual training.
6. Must attend 80% of Executive Board meetings

Minimum Qualifications:

1. Must have an MSW, DSW, or Ph.D. or PsyD in Counseling Psychology or Clinical Psychology.
2. Ability to volunteer a flexible number of hours needed to complete given assignments.
3. Participate in the annual training and other required training sessions.



A-15 Utah CISM Job Description

Title: *Newsletter Editor*

Job Summary: Collects and publishes information pertaining to CISM matters in a bi-monthly newsletter.

Accountability:

1. Collects information, announcements/articles, and obtains minutes from executive and team meetings to be included in the newsletter.
2. Gather all newsletter articles from the chairperson, executive board members and team secretary. Then organize the information into newsletter form and provide to the team secretary for distribution.
3. Performs other duties as assigned by the executive board, including development of a schedule for executive board members to contribute articles for the newsletter.
4. Attend Executive Board meetings as needed.

Minimum Qualifications:

1. Have access to a computer, and newsletter publishing software and a working knowledge of each.
2. Ability to communicate effectively, orally and particularly in writing.
3. Ability to volunteer a flexible number of hours to complete gathering of newsletter information and publication.
4. Ability to volunteer a flexible number of hours needed to complete other given assignments.
5. Participate in the annual training and other required training sessions.



A-16 Utah CISM Job Description

Title: *On-Site Coordinator*

Job Summary: A mental health professional who serves as the coordinator and communication liaison between the members of the CISM On-site team and the CISM Executive Board. Serves as an executive board member representing the concerns, interests and opinions of the on-site team.

Accountability:

1. Serves as the central communication point for members of the On-Site team. Ensures that team members are current on team activities.
2. Recruits team members from the seven regions, as requested by the CISM Team's Clinical Director or the Chairperson.
3. Tracks and monitors all on-site activities and makes periodic reports as requested by the Chairperson.
4. Attend 80% of executive committee meetings.

Minimum Qualifications:

1. Must be a member in good standing with a minimum of one year experience with the Utah CISM Team as a mental health professional.
2. Ability to volunteer a flexible number of hours to keep on-site members informed of events or activities or to complete assignments as requested by the Chairperson.
3. Able to attend the annual training and other required training sessions.



A-17 Utah CISM Job Description

Title: *On-Site Team Member*

Job Summary: Responsible for responding to on-site situations intrastate at the request of the On-site Coordinator and the direction of the Clinical Director and/or the Executive Board Chairperson. Also, responsible to interstate requests by local authorities for interstate disasters at the request of the On-Site Coordinator and the Clinical Director.

Accountability:

1. Represents the Utah CISM Team when responding to on-site incidents.
2. When functioning at on-site critical incidents, the team leader will function as the liaison with the Incident Commander.
3. All team members will be responsible for having their own equipment and supplies available for an on-site incident.
4. If required by the on-site Incident Commander, verification of current tetanus shot or other vaccinations shall be provided by the member.

Minimum Qualifications:

1. Must be a member of the CISM Team in good standing.
2. Ability to complete orientation training and participate in the annual training and other required training sessions. Also must attend any on-site training that may be given.
3. Must have the ability to volunteer a flexible number of hours for response to callouts for on-site disasters.



A-18 Utah CISM Job Description

Title: *Outreach Education Coordinator*

Job Summary: Responsible for the coordination of the outreach education efforts of the team towards the public and emergency services throughout the state.

Accountability:

1. Pursues all available avenues to promote the team and expand our educational offerings.
2. Works with the regional coordinators to provide basic education for the provider agencies in their areas.
3. Works with the Spouse Team Representative to support these programs.
4. Reports monthly training activities of the team and its members to the Sr. Debriefing Coordinator.
5. Coordinates the efforts of the team members in utilization of materials and the provision of educational opportunities.
6. Coordinates seminars and conferences hosted by the team.
7. Works with the Outreach Education Committee and others to develop quality training aids, tapes, videos, brochures, etc.
8. Develops mailings and announcements concerning training opportunities.
9. Attend 80% of all executive committee meetings.

Minimum Qualifications:

1. Must be a member in good standing of the Utah CISM Team for a minimum of one year.
2. Ability to volunteer a flexible number of hours needed to coordinate the program and to complete given assignments.
3. Appointed by the Chairperson, with executive committee ratification, for the term of that chairperson.



A-19 Utah CISM Job Description

Title: *Public Relations Coordinator*

Job Summary: Responsible for acting as a liaison between the Executive Board, the media and emergency responder agencies and other groups statewide.

Accountability:

1. Acts as liaison between emergency responders, political entities, other groups and the Executive Board. Communicates information about the CISM mission and activities and concerns to team members to the press and other community groups as assigned.
2. Encourages and promotes the education of team members as to the impact of critical incident stress to public service workers and services of the CISM Team.
3. Attends 80% of regular executive board meetings and performs any assigned duties delegated by the Chair.
4. Promotes and coordinates public relations opportunities for emergency service agencies, political groups and other groups around the mission and values UCISMT.
5. Represents the UCISMT in situations where our clients provided feedback about our service.
6. Submit articles in the newsletter of interest to CISM team members as directed or volunteered.

Minimum Qualifications:

1. Trained Public Information Officer (PIO) or equivalent.
2. Team member for 3 years
3. Attend annual training and other required training sessions
4. Ability to volunteer a flexible number of hours needed for support activities, i.e., subcommittee member, data research, in-house etc.



A-20 Utah CISM Job Description

Title: *Regional Coordinator Representative*

Job Summary: Serves on the Executive Board as a liaison between the regional coordinators and the Board. Responsible for reporting pertinent information back to the seven regional coordinators.

Accountability:

1. Maintains good communication with each of the regional coordinators, either by phone or by visit to that particular region.
2. Responsible for obtaining changes in address or phone numbers of team members from each of the regional coordinators and then relaying that information to the team secretary.
3. Ensures that regional coordinators maintain good communications with the members in their particular region.
4. Attend 80% of Executive Board Meetings

Minimum Qualifications:

1. Member of Utah CISM Team for at least one year.
2. Ability to volunteer a flexible number of hours to keep regional coordinators informed or to complete assignments requested by the Executive Board.
3. Served, or serving as a Regional Coordinator.
4. Attends the annual training and other required training sessions.



A-21 Utah CISM Job Description

Title: *Regional Coordinator*

Job Summary: Serves as a communication liaison between the CISM team members in one of the regions of the state and the CISM Executive Board.

Accountability:

1. Serves as a central communication point for members within one of regions of the state. Ensures that team members within the region are current on team activities.
2. Recruits new team members from the assigned region as requested by the CISM Team's Clinical Director or the Executive Board Chair.
3. Organizes and ensures that requested CISM training occurs within their assigned region. Reports regional training activities to Outreach Education Coordinator and the Data Coordinator.
4. Liaisons with 2nd Vice Chair for ongoing trainings and assists with such trainings as requested or needed.
5. Maintains communications with team members via phone, e-mail or personal contact.
6. Has flexibility to delegate specific responsibilities to other team members within their region.

Minimum Qualifications:

1. Member of Utah CISM Team and resident of the region assigned.
2. Ability to volunteer a flexible number of hours to keep region members informed or to complete assignments requested by the Executive Board Regional Coordinator Rep.
3. Attend the annual training and other required training sessions.



A-22 Utah CISM Job Description

Title: *Senior Debriefing Coordinator*

Job Summary: Reports to the Executive Board. Responsible to act as liaison between debriefing coordinators of the CISM team and the Executive Board. Schedules Call Out Coordinators. May also serve as Data Coordinator.

Accountability:

1. Coordinates a working debriefing coordinator's schedule.
2. Coordinates efforts of other debriefing coordinators. Makes personal contact with debriefing coordinator peers at least monthly. Apprises Executive Board of any peer concerns.
3. Works with the Clinical Director to ensure that an intervention has been scheduled as requested.
4. Provides the information of the CISM team members responding.
5. Attend 80% of Executive Board Meetings

Minimum Qualifications:

1. Must be a member in good standing with a minimum of one year experience with the Utah CISM Team.
2. Ability to volunteer a flexible number of hours needed to complete given assignments.
3. Attend the annual training and other required training sessions.



A-23 Utah CISM Job Description

Title: *Spouse Team Representative*

Job Summary: Responsible for acting as a liaison between the executive Board and CISM spouse team members.

Accountability:

1. Acts as liaison between spouse team members and the Executive Board. Communicates information about CISM activities and concerns to spouse team members at scheduled team meetings.
2. Encourages and promotes the education of spouse team members as to the nature of critical incident stress and services of the CISM Team.
3. Attends regular executive board meetings, and performs any assigned duties delegated by the Chair.
4. Promotes and coordinates educational opportunities for spouses of emergency service professionals.
5. Submits articles in the newsletter of upcoming training, educational opportunities and/or information of interest to CISM team members.

Minimum Qualifications:

1. Must be a spouse of an emergency service provider.
2. Must be willing to support spouses through the debriefing process.
3. Able to complete orientation training and participate in the annual training and other required training sessions.
4. Ability to volunteer a flexible number of hours needed for support activities, i.e., subcommittee member, data research, in-house education etc.



A-24 Utah CISM Job Description

Title: *Spouse Team Member*

Job Summary: Provides an organized approach to the management of stress responses of the spouses of emergency service responders (ESR) having been exposed to, or experiencing traumatic stress resulting from an incident experienced by the ESR in the line of duty..

Accountability:

1. Responds to calls from debriefing coordinators and, in collaboration with all assigned team members, provides established debriefing process subsequent to incident, in defined meeting place, generally held at the same time and place as the team debriefing..
2. Offers encouragement and support to affected spouses who request debriefing. May make recommendations to the mental health professional regarding follow-up to the well being of affected spouses.
3. As requested, delivers educational programs and promotes the benefits of critical incident stress debriefing to appropriate agencies.
4. Serves as assigned, or recruited, on team's subcommittees.
5. May write articles or provide relevant information to the Newsletter Editor.
6. Maintains strict confidentiality regarding debriefings held, including topics discussed and personnel involved. Any breach of confidentiality will result in immediate removal of the individual from the team and the program.

Minimum Qualifications:

1. Must be a spouse of an emergency service provider.
2. Must be willing to support spouses through the debriefing process.
3. Able to complete orientation training and participate in the annual training and other required training sessions.
4. Ability to volunteer a flexible number of hours needed for support activities, i.e., subcommittee member, data research, in-house education etc.



A-25 Utah CISM Job Description

Title: *Team Secretary*

Job Summary: Performs varied secretarial work including, mailing, answering correspondence, and extensive record-keeping for the Utah CISM Team. Receives assignments and coordinates work through the Chairperson, the Executive Board, and the Utah Bureau of EMS. This position is to be appointed by the Executive Board upon recommendation of the Chairperson.

Accountability:

1. Formats letters, memoranda, reports, forms, Executive Board minutes, and other materials from rough draft, final working draft. Ensure that minutes are submitted to the Executive Board for approval within a timely manner.
2. Under the direction of the Chairperson, disburses membership applications and ensures that all new members are registered to attend the initial training.
3. Set the ballot for Executive Board vacancies.
4. Coordinates all required paperwork with the Utah Bureau of EMS & Preparedness.
5. Responsible for the team's inventory.
6. Maintains record of agendas and attendance for all initial trainings and the annual training.
7. Maintains the team's roster and is responsible for distribution of updated roster twice a year.
8. Attends all executive meetings.

Minimum Qualifications:

1. Excellent communication skills with the ability to work well with people.
2. Must be responsible, able to work flexible hours to complete assignments.
3. Demonstrated proficiency with computers and standard business software programs.
4. Attend annual training and other required training sessions.



A-26 Executive Board Elections

Election Protocol:

- Each member will hold a two year position with the exception of 2nd Vice President. This position is a one year term and will be elected every year.
- Elections will be held at the annual training each year.

On odd numbered years, starting in 2015, the following elections will take place:

- Fire Representative
- Emergency Dispatcher Representative
- Regional Coordinator Representative

On even numbered years, starting in 2016 the following elections will take place:

- Mental Health Representative
- Law Enforcement Representative
- EMS Representative
- Spouse Representative