# SIFPS – BOARD STANDING COMMITTEES

2010 - 2011 - as at January 1, 2011

Each of the following committees is responsible for its assigned area(s), ensuring its operation in an effective manner, within the established budget. Each committee reports to the full Board of Directors at the monthly meeting of the Board, or sooner if necessary, seeking full Board approval as warranted:

\* denotes Committee Head

Although not necessarily named, the President and Vice President are de facto members of all committees.

### **OPERATIONS**

Oversees all activities related to the operations of the Fire Department and Saturna Island Rescue Services (SIR). Coordinates with the Fire Chief and the SIR Head on the development and prudent application of the associated budgets, both operating and capital.

\*Bernie Ziegler Theresa Howard Ted Syverson Eva Hage

#### BUILDING PROJECT

Oversees all activities related to the preparation for, and building of, the two new emergency service buildings. Supervises the Project Manager and construction supervision, ensuring all activities are conducted in an effective manner, within the established budget and approving payments for same.

\*John Money Ron Hall Tom Koochin Brian Haley Ted Syverson Bernie Ziegler Theresa Howard

#### FINANCE

Arranges appropriate financing for the building of the two new emergency service buildings; coordinates with the Building Project Committee to optimize cash flow.

\*John Savage Bernie Ziegler John Money Brian Haley Ron Hall

### **CORPORATE & ADMINISTRATION**

Identifies issues requiring new or changed systems, procedures, and/or standards, developing and implementing solutions and/or recommendations for same. Conducts renewal of all Insurances

\*Tom Johnstone Ron Hall Eva Hage

#### **CURRENT HALL - SALE**

Develop a sale process and upon approval implement it (incl. preparation of comprehensive information package to bona fide potential purchasers).

\*Bernie Ziegler Lorne Bolton John Savage

#### MEMORANDUM OF UNDERSTANDING WITH SCC

Continue implementation of MOU, including final determination of SIR status (part of BCAS) or SIFPS), as well as completion of applicable activities in Phases 1 and 2, following which Phase 3 to be commenced.

Bernie Ziegler Tom Johnstone \*John Savage John Money

## FINANCIAL REPORTING

Continue the finalizing of the Accounting System, developing and finalizing Financial Reporting, organizing material for Audit (if necessary), development and implementation of cost controls for Building Project, etc.

\*Theresa Howard Ron Hall Lorne Bolton

## **COMMUNICATIONS**

Monitor and identify the community's need for information regarding SIFPS and its activities. Develop and implement information processes designed to ensure that appropriate information regarding SIFPS is available and open to the community. Act as SIFPS' liaison and public contact point.

Tom Johnstone \*Bernie Ziegler John Savage

## NOMINATION COMMITTEE - BOARD MEMBERS

Develop and maintain an up-to-date list of typical responsibilities of Boards of Directors of Non-Profit, community based, organizations, as well as the attributes needed across the Director group to enhance its effectiveness. Throughout the year, develop and maintain a list of potential nominees for SIFPS Director positions by receiving and assessing interested individuals, as well as proactively seeking out other identified individuals to determine their interest. Nominate those interested individuals who, in the opinion of the committee, will work together most effectively for the betterment of the SIFPS and its constituent community.

\*John Savage Ron Hall Brian Haley