SAFETY and TRAINING COMMITTEE (STC) – RCMSAR

Terms of Reference

Purpose

To continually provide expertise and recommendations to the RCMSAR Chief executive Officer (CEO) on safety, training, equipment, and readiness standards for RCMSAR.

Goals

- To assess and provide recommendations on training standards
- To assess and provide recommendations on equipment and standards for equipment
- To assess and provide recommendations on standard operating procedures
- To review, analyze and provide recommendations on reported safety incidents, issues, and concerns

STRUCTURE

Chair

RCMSAR – Director of Readiness

Vice-Chair

RCMSAR – Operations Manager

Membership

The committee should consist of 8 experienced RCMSAR members from a mix of stations across the regions. Membership should, where possible, include at least one volunteer from each of the four regions. Additional volunteers maybe be brought in for short periods for specific projects or issues.

Advisor (s)

Canadian Coast Guard – RCMSAR Liaison Officer

Working Groups

STC may form standing groups to address a specific item(s).

Quorum

Quorum is considered 50% of the STC. Members of the STC are to inform one of the co-chairs at least 24 hours prior to a scheduled meeting if they are unable to attend.

PROCEDURES

Meeting Frequency

The STC will meet monthly via teleconference or videoconference and will meet face to face semi-annually when practical.

Agenda Items

- Agendas items should be provided to one of the chairs a week prior to the next scheduled meeting. An Agenda will be provided to all STC members prior to the meeting.
- Agendas will focus only on items within the goals of the STC
- Whenever practical, information required to discuss issues will be disseminated with the agenda

Action Items

- Action items are to be recorded and the person responsible for the next step identified
- The status of each action items is to be briefed as part of each meeting
- All action items are to have measurable outcomes and identified milestones
- Any action item recommendations are to include an outline of options discussed and the reasons for the selected recommendation.
- Recommendations to the CEO should normally be supported by 75% of the STC members. However, any issues were there is not a clear consensus the item will be brought to the CEO.
- The action list is to be provided to the CEO on completion of each meeting.

Communications
- The STC may ask Station Leaders, volunteers, or other partners for input and feedback on agenda items from time to time.

- The decision on communicating information or outcomes that result from an STC meeting or CEO decision, including format and responsibility, will rest with the chair but is to be discussed with the STC members.

Tracking of Progress/Meeting Minutes

- Meeting minutes will be taken, in bullet form, at all STC meetings and provided to STC members for review.
- The chair will approve the minutes.
- A copy of agenda and meeting minutes will be stored and available for viewing by the STC on the RCMSAR one drive under the STC folder.
- Progress will be tracked through meeting minutes, action items, and the use of the STC project tracker