

## Operations Committee

Standing Task Assignments

28 Jan 79

- I. OPERATIONS OFFICER *Keith C.*
- A. Set standing and special tasks for Committee members, in MBOR format, with advice from the Board of Directors and Committee membership.
  - B. Monitor the work of Committee members; advise, guide, and replace as necessary.
  - C. Hold Committee meetings at least once each calendar month.
  - D. Make a report at each Group meeting as to the status of tasks due for completion since the last Group meeting.
  - E. Set agendas for each Committee meeting; announce each agenda at the Group and Committee meetings.
  - F. Act as parliamentary chairman during Committee meetings.
- II. EQUIPMENT OFFICER *Jim D.*
- A. Monitor the use of the locker and Group equipment; keep the locker and Group equipment clean, in good repair, and well organized.
  - B. Arrange the repair of Group equipment as necessary.
  - C. Conduct a complete inventory of all Group equipment every February and October.
  - D. Prepare a budget request for equipment repair and maintenance every February and October.
  - E. Serve as coordinator for Committee equipment purchase recommendations.
  - F. Serve as parliamentary chairman for the Committee during the absence of the Operations Officer.
- III. STORES OFFICER *Mark B.*
- A. Maintain stores of surplus equipment for issue or sale to Group members; make recommendations for additional purchases.
  - B. Maintain a stock of ASRC publications for sale or issue (e.g. SAROP, Training Guide, Mountain Rescue Manual, Operations Manual, Articles of Incorporation and Bylaws, and any special publications), and other related publications (e.g. Surviving the Unexpected Wilderness Emergency, Fundamentals of Outdoor Enjoyment, Topographic Maps, the Virginia Wing Ground Search and Rescue Manual, Mountain Search and Rescue Techniques, and Mountain Search for the Lost Victim).
  - C. Control sale and issue of ASRC patches, BRMRG nameplates, and ASRC IDs.
  - D. Maintain neat and proper records of income and expenditures, and provide receipts as necessary.
- IV. SYSTEMS OFFICER *Robt W. Card S.*
- A. In coordination with the ASRC Operations Officer, maintain up-to-date alerting information at UVAPD.
  - B. Prepare, copy, and distribute callout roster sets (AO list, roster cover sheet, roster, and SAFs) every October, December, and May.
  - C. Maintain the Group OPSKIT and reserve files of operational forms.
  - D. Evaluate and maintain the alert and callout systems through mock alerts and callouts, and other appropriate activities.
- V. COMMUNICATIONS OFFICER *Henry St.C.*
- A. Monitor the use, care, and maintenance of Group commo gear, and ASRC commo gear issued to the Group or Group members.
  - B. Ensure that all Group members (excluding Auxiliaries) are properly trained in the use of ASRC and Group radios, and know the SOPs for ASRC and other frequencies used by the Group.
  - C. Enforce the use of SOPs and the observation of FCC regulations on ASRC and other frequencies in use by Group members.
  - D. Conduct a complete inventory of Group controlled radios each February and October, and arrange for repairs as necessary.