




GATES COUNTY RESCUE SQUAD, INC

16 US Hwy 158 East – Gatesville, NC 27938 -- Phone# (252)357-0388 / Fax# (252)357-0141
www.gatesrescue.org 501(c)(3) Non-profit charitable organization

<u>Issued</u>	<u>Subject</u>	<u>Approved By:</u>
December 2006	HIERARCHY OF LEADERSHIP GEN-002	
<u>Revised</u>		
April 2014		
May 2015		
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PURPOSE

To provide the members of the Gates County Rescue & EMS a leadership hierarchy.

APPOINTED OFFICERS

CHIEF – He/she shall hold a career administrative position with the corporation appointed by a hiring committee made up from the elected members of the EC and Board of Directors formed at the time of a vacancy. He/she will be the principal Operations Officer of the corporation and supervise or control all administrative and operational business of the corporation on a day to day basis and is responsible for ensuring appropriate operational policies and procedures are in place and updated, will maintain adequate countywide Rescue and EMS coverage by ensuring vehicle fleet, equipment inventory and staff schedules are kept current. The Chief must be eligible to obtain the following: 1st Authorized Official Signature designation with CMS (in order for the corporation to continue billing Medicare and Medicaid), Administrator designation with the North Carolina Office of Controlled Substance Department of Health and Human Services and the United States Department of Justice Drug Enforcement Administration (in order for the corporation to hold licenses allowing the administration of controlled substances). The Chief must have a strong knowledge of the compliance regulations required of a 501(c)(3) and maintain a continuing education of those regulations as they change. The Chief will sign, with any other proper officer of the Corporation under resolution by the Executive Committee and approved by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Committee and Board of Directors has authorized to be executed, except in cases where the signing and execution thereof has been expressly delegated by the Executive Committee, the Board of Directors or the Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed. Will also maintain a current roster filed with the North Carolina Association of Rescue and EMS and is responsible for the coordination of the pension fund. In general he/she shall perform all duties incident to the office of Chief and such other duties as may be prescribed by the Executive Committee or Board of Directors from time to time.

DEPUTY CHIEF – He/she shall hold a career administrative position with the corporation appointed by a hiring committee made up from the elected members of the EC and Board of Directors formed at the time of a vacancy. He/she shall hold the same authority as the Chief and when required act in the absence of the Chief.

CAPTAIN/s – He/she shall be appointed by the Chief and Deputy Chief from the staff/membership roster and act in the absence of the Chief and Deputy Chief during operations of the Squad. The Captain will have additional operational duties and will assume command staff functions.

LIEUTENANT/s – He/she shall will be appointed by the Chief and Deputy Chief from the staff/membership roster and act in the absence of the Chief, Deputy Chief, and Captain during



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operations of the Squad. The Lieutenant will have additional operational duties and will assume command staff functions.

TRAINING ADMINISTRATOR – He/she shall will be appointed by the Chief and Deputy Chief from the career staff roster and is responsible for coordination of all agency training and maintaining the records of all training hours. The training officer is responsible to the Chief Officers for insuring that all required member certifications are current and that no member continues to function in a capacity of which his/her certifications has expired.

QUALITY ASSURANCE ADMINISTRATOR – He/she shall will be appointed by the Chief and Deputy Chief from the staff/membership roster and is responsible for coordination of all Agency Quality Assurance and PEER review activities. The QA administrator is responsible to the Chief Officers for insuring that a Quality Assurance system is in place.

ELECTED MEMBER REPRESENTATIVES

(To the Board of Directors and Executive Committee)

Board of Directors EMS membership representative – He/she shall serve as a representative of the membership on the corporation's Board of Directors and Executive Committee. For a term of three (3) years once elected.

Board of Directors EMS membership representative – He/she shall serve as a representative of the membership on the corporation's Board of Directors and Executive Committee. For a term of three (3) years once elected.

Board of Directors Rescue membership representative – He/she shall serve as a representative of the membership on the corporation's Board of Directors and Executive Committee. For a term of three (3) years once elected.

Executive Committee EMS membership representative – He/she shall serve as a representative of the membership on the corporation's Executive Committee. For a term of two (2) years once elected.

Executive Committee Rescue membership representative – He/she shall serve as a representative of the membership on the corporation's Executive Committee. For a term of two (2) years once elected.

ELECTION OF MEMBERS to corporation leadership

The corporation membership shall nominate members for the representative positions coming open due to the end of a term in October by submitting the nominee name to the Executive Committee. A closed ballot election will be held on the first Monday in November from 0700 until 1900. The elected representative will assume his/her position in December.

In order for a member to be nominated and run for any position, that member must be in good standing and have been an active member for not less than five years.



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No member shall run for or hold more than one elected position. The Chief and Deputy Chief cannot hold any elected office in the corporation.

A sample ballot shall be posted following nominations in October.

Each ballot shall contain a blank for a write in candidate for each position.

Each voter will sign a register to show they have voted.

If there is a discrepancy in the number of signatures great enough to change any of the results, then a nominee can call for a new election.

The ballots are to be counted on Election Day immediately following the closing of the polls, of which a majority rules.

The results shall be posted that night.

A minimum of three (3) Executive Committee members, none of which are at the end of a serving term will count the votes with each person having a turn in the counting. After the counting has been completed, the ballots shall be placed in the ballot box and locked for one week in the case of the call for a recount.

Only active in good standing members shall be entitled to vote in the general election.

REMOVAL

Any officer or director of the corporation may be removed by the membership. Done so by presenting the matter to the Board of Directors. At such time the Board will conduct an investigation and make a decision as it sees fit.

VACANCIES

A vacancy in any elected position because of death, resignation, removal, disqualification or otherwise, may be filled by the membership for the unexpired portion of the term by closed ballot with a yes vote by three-fourths (3/4) majority of the membership being necessary. In the event there is a vacancy in the office of Chief or Deputy Chief a committee will be formed by the Board of Directors and elected-members of the Executive Committee to post, accept applications, conduct interviews, and appoint an individual to fill the vacant position.