



Title	Rules of The Organisation
Issue Date	28 February 2019
Approved By	Management Committee
Ops Protocol	001
Issue	3.0

Change History

Version	Changes	By
2	The rules as stated in this document were adopted at an SGM in October 2011 and at a subsequent vote on one issue in November 2011. At the AGM in February 2012 it was agreed to split the role of Secretary. During 2013/14 several new roles have been identified – these are shown in the organisational structure (Item 2) and 5.13. At the AGM 2013 it was agreed that the role of President would be removed if no member applied for the position in 2014. This was confirmed at the 2014 AGM.	Dave Wraight
2.1	Following problems with the DBS(Mar 2014) DorSAR now use Police checks. This resulted in changes to item 6 – Criminal records checks. At the AGM in February 2016 changes were made and approved for items in 3.2b regarding the role of management members and Trustees. Also changes were made to 6.2 further highlighting the requirements of Dorset Police for Police checks and for the payment of annual subscriptions.	Dave Wraight
3	Addition of new positions (structure chart) and definition of roles	Trevor Antell

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Purposes and Objectives

DorSAR are a team of trained and unpaid volunteers who support Dorset Police, other statutory agencies and neighbouring LR (Lowland Rescue) units with the provision of skilled search and rescue personnel and resources for the search and recovery of vulnerable missing people or objects.

DorSAR was founded with a credo of core values that embodies the ethos of the group in its approach to fulfilling its responsibilities to its members, missing persons, other agencies and the environment.

DorSAR believes in encouraging its members to take ownership of the functions of the group through the annual elections for key posts as well as encouraging members to take key positions in the competency-based training programme.

Annual General Meeting

The purpose of the meeting is to hear the reports from the management team and to elect/confirm officers for the forthcoming year as described below:

The management team committee consists of **10** elected members (Officers):

- Chairman
- Secretary
- Membership Secretary
- Treasurer
- Operations officer
- Operations Co-ordinator
- **Search Lead**
- Public Relations Officer
- **Fundraising Officer**
- Members Representative

Elected members of the management committee, on election, automatically become trustees of **Dorset Search & Rescue**. Additionally, at least one other member must be elected into a position as a Trustee.

The management team reserve the right to co-opt members on to this committee as circumstances within DorSAR change.

Members of the management committee are elected on an ongoing cycle holding post for a maximum of 4 years handing over to their deputy (subject to approval at the AGM) on completion of their term. In extenuating circumstances where a succession is not possible the post holder may remain in post for a longer period but active ongoing steps should be taken to complete the succession.

To enable the smooth transition between any of the Officer posts, deputies will be elected for each position.

As a development model the life cycle of a Post holder is; 1 or 2 years as Deputy, up to 4 years as Officer, 1 year as Deputy (to support incoming Officer).



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Where deputies are elected by votes at an AGM or EGM they will automatically assume the lead role as and when the previous post holder completes their term or resigns for any other reason. A replacement deputy will then be voted in at the next appropriate AGM or in exceptional circumstances EGM.

Nominations for all posts are required in writing two weeks prior to the date of the AGM. Nominees must have a proposer and seconder drawn from the membership. A vote will be taken at the AGM. If nominees wish to speak to the meeting they may do so or prepare a short written statement which will be made available to all members.

The AGM will receive reports from the following members of the committee as a minimum:

Chairman, Secretary, Treasurer, Operations Officer, Public Relations Officer, **Fundraising Officer**

Where any member wishes to add items to the agenda of the AGM this must be done in writing at least 2 weeks prior to the date of the AGM.

Management Committee Appointments

The management team will establish sub committees which will include as a minimum:

- Operations
- Public Relations
- **Safeguarding & Welfare**

The management committee will be responsible for overseeing the appointment of members to the following positions:

- Training Co-ordinator
- Equipment **Co-ordinator**
- Safety Officer
- Competency Group Leaders
- ~~LR representative~~
- New Recruit Training Co-ordinator
- ~~Training Expediter~~
- **Data Protection Coordinator**
- **Welfare coordinator**
- **Designated Safeguarding Lead**
- **Deputy Designated Safeguarding Lead**

Management Committee Member responsibilities

Each member of the management committee has a defined role and responsibility but the overall responsibility of the committee is to ensure that the purposes and objectives of the whole group are maintained and improved on through a range of training and other organised activities.

The management committee is responsible for the overall performance of the group in all respects and ensuring that it develops as far as resources permit.

The management committee will achieve this by ensuring:

- The credo is central to all decisions taken by the group and its members;
- Members are trained to the highest standard;
- Presentation and professionalism are of the highest standard;



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- Reliability and dependability are readily demonstrable.

The committee is also responsible for holding members to account for their acts or omissions. If for any reason the committee is unable to fulfil this duty it will be passed to the Trustees who will act on their behalf

The management committee will achieve this by ensuring:

- The credo is central to all decisions taken by the group and its members
- Members are trained to the highest standard
- Presentation and professionalism are of the highest standard
- Reliability and dependability are readily demonstrable.

Chairman

- The chairman presides over meetings of the assembled group and ensures its business is conducted in an orderly fashion.
- The chairman acts as the head of the organisation and the representative to the outside world and its spokesperson and is available to represent DorSAR where the organisation needs some official recognition.
- The chairman, along with the management committee, is responsible for the overall performance of the group.

Secretary/Membership Secretary

- The secretary is the main point of contact between third parties and DorSAR as well as between the management committee and all members. The secretary keeps up to date records all meetings involving the management and other committees.
- The membership secretary maintains all group records of members, tasks and training. This person is the first point of contact for all potential members.

Treasurer

- The treasurer is tasked with ensuring that the group is managed in a fiscally sensible way. The treasurer needs to ensure that accurate and complete records of all financial transactions are maintained.
- The treasurer will be responsible for ensuring that the management committee is aware of the financial status of the group on a regular basis.
- The treasurer shall present as a minimum an annual report on the assets, monies, income and expenditure of the group.

Operations Officer and Co-ordinator

- The Operations Officer supported by the Operations Co-ordinator is responsible for ensuring the operational readiness of the group.
- They shall ensure that equipment needed for search and rescue activities is readily available to deployed personnel and that competency is maintained through regular exercise.

Search Lead

- The Search Lead is responsible for ensuring the link with Dorset Police is maintained and developed.
- They shall ensure that Search Management (Search Planner/Search Manager) within DorSAR is maintained and developed, this includes being the Point of Contact for LR on Search Management.



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Public Relations Officer

- The Public Relations Officer is responsible for the activities of the group in all aspects of public relations.
- They will work with a committee of interested members to ensure that the public face of the group is maintained in a positive way.

Fundraising Officer

- The Fundraising Officer is responsible for the activities of the group in all aspects of fundraising.
- They will work with a committee of interested members to help raise funds for the group.

Members Representative

- The member's representative will be elected by the membership and will act as a direct point of contact between members and the management committee.
- The representative will be expected to make regular contact with the membership and take note of any concerns and raise these points on a regular basis at the management meetings.
- The member's representative will oversee a committee of the appointed positions; Safeguarding Lead, Deputy Safeguarding Lead, Welfare Officer, and Data Protection Officer (see roles below).

Other appointments and areas of responsibility

- **Safety Officer** - The Safety Officer shall be responsible for ensuring that the highest standards are maintained by the group and its' members in all activities. All activities undertaken by the group must be assessed for health and safety implications, a process defined and environmental footprint reduction considered. All activities must be reviewed on a regular basis to identify any process improvements.
- **Training co-ordinator** - The training co-ordinator will be responsible for the overall training programme of DorSAR. Working within the Operations Team this officer will ensure that training activities reflect the needs of the membership in line with the overall objectives of the organisation.
- **Equipment Coordinator** - The equipment **coordinator** will be responsible for ensuring that best value is obtained when new equipment is bought for the organisation. Records of equipment loans to members will need to be maintained to ensure best practice.
- **Competency Group Leaders** - These leaders will prepare and maintain the competency documents as laid down by the operations team. They will work with the Operations Officer, Operations co-ordinator and training co-ordinator to deliver relevant training at all levels.
- **New Recruit Training Coordinator** - Coordination of New Recruits and their Training Programme to meet the requirements identified by the Operations Management Team.
- **Designated Safeguarding Lead** – Will usually act as the first point of contact for members who wish to report a safeguarding issue. They will also ensure that DorSAR remains compliant with Lowland Rescue policy on Safeguarding, including any mandatory training. They will report directly to the Membership Representative.
- **Deputy Designated Safeguarding Lead** – Will support the Designated Safeguarding Lead and also act as a first point-of-contact for members wishing to report a safeguarding issue.
- **Welfare Officer** – Will be responsible for ensuring DorSAR has correct procedure in place to protect and prevent its members from harm including, but not limited to, incidents negatively affecting mental health (e.g. PTSD, Stress, Anxiety, Depression). They will report directly to the Membership Representative.
- **Data Protection Officer** – Will be responsible for ensuring DorSAR has correct procedure in place so that DorSAR remains compliant with any relevant data protection laws and treats the data it holds on people carefully and in line with the DorSAR privacy policy. They will report directly to the Membership Representative.



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- **Training Expediter** – Expediting of all DorSAR Training to ensure all arrangements required to deliver each event are in place and actioned by the training organiser in a timely manner.
- **ALSAR representative** – Supporting the management committee by representing DorSAR at ALSAR meetings and being the first point of contact to ALSAR.
- **Other roles** - Officers and co-ordinators will be free to make appointments relevant to their position to provide them with help and support. These roles must have the approval of the management committee.

Police Vetting

Vulnerable persons are encountered during the course of activities so serving members of DorSAR agree to have their personal details submitted for basic checking by Dorset Police.

Personal details are verified by a **Trustee** and passed to Dorset Police (see members Protocols)

Search Planners and Search Operations will be vetted to a higher standard (NPPV2).

The reasons for anyone failing any Check is not passed to DorSAR, the individual may however seek clarification direct from Dorset Police if they wish.

DorSAR does not operate any youth groups nor does it have any programs which are suited to vulnerable missing people. However, because of the nature of the role played by members of DorSAR, vulnerable persons may be encountered during search operations. Therefore DorSAR in line with LR ACOPs requires that search teams operate with a minimum of 3 members. Therefore no single searcher is left alone with a vulnerable person. For the purposes of general health and safety, there are no normal circumstances that can be envisaged where deviation from this policy would or could be advocated.

Ongoing membership

- Membership falls into 2 parts Operational and Non-operational.
- Operational members, as part of their continuing membership of DorSAR are obliged to:
 - i. Comply with the 3 yearly request to update Police Checks
 - ii. **Comply with the 2 yearly safeguarding training requirements**
 - iii. Pay an annual membership subscription (to be set by the management committee on an annual basis). This should be paid by 31st **January** each year.
 - iv. Maintain their fitness **and other competencies** as regulated by **LR including** attend an annual fitness **assessment**
 - v. Attend and continue their training and develop further skills as explained in the Competency documentation.
- Non-Operational members, as a minimum, need to comply, with parts (i), (ii) and (iii) above. In order to become operational they must also complete parts (iv) and (v).

Income and Property

The Trustees must keep in repair and insure to their full value with comprehensive insurance cover any vehicle owned by the organisation.

The Trustees must keep in repair and insure to their full value with comprehensive insurance cover any other Assets deemed necessary by the Trustees.



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Legal Statement

Dorset Search and Rescue is an organisation based in Dorset and therefore is governed by the laws of England and Wales.

Voting Rights

To retain voting rights within DorSAR you must; have been a member of DorSAR [from acceptance of membership] for a minimum of 6 months and contribute to the work of DorSAR as an active member [Definition of active: attended and taken part in a minimum of 8 events (Training, Callouts, Meetings, PR, Fund Raising etc) over the previous rolling 12 months or for new members since acceptance of membership]. In extenuating circumstances a member falling short of that required to vote may do so where accepted by 3/4 of those present (and qualified to vote) at the meeting at which the vote is being taken.



Appendix 1 DorSAR Organisational Structure

