

Wellington Tramping & Mountaineering Club

Role Description



Revised Feb 2016

Position: Emergency Contact Co-ordinator

Responsible to: General Committee

Responsible For:

1. Arrange for an Emergency Contact Person to be available to cover club trips.
2. Ensure the club Emergency Phone is on and Operational
3. Ensure Trip Leaders have Emergency Contact details and have completed an Intentions form
4. Formulating policy for Emergency Contact Operation for approval by the General Committee and implementing the policy as determined by the General Committee.
5. Prepare a budget for the purchase of any new PLB's and the replacement or repair or maintenance of present PLB's for approval by the General Committee and arranging for such purchases or work within the agreed budget.
6. Maintain such external contacts as may be necessary for the effective implementation of his/her responsibilities.
7. Maintain adequate records PLB's details and their Registration & Expiry Status.
8. Ensure that Club PLB's are registered.
9. Ensure that Club PLB's are within the Battery-Life Expiry Date.

In particular the Emergency Contact Co-ordinator is responsible for:

1. Look after Club Emergency Cellphone - keeping it charged
2. Set up the Divert to the Emergency Contact Duty person each week
3. Source volunteers to be the Emergency Contact Duty Person to cover each weekend on the trip schedule
4. Send out the Emergency contacts email to trip leaders with the intentions form letting them know who the emergency contact duty people are - done every fortnight/3 weeks
5. Pass on any feedback from the Emergency Contact Duty Volunteers to the Chief Guide - issues with intention forms not being filled out etc
6. Purchasing new Club PLB's and maintaining or repairing existing Club PLB's with due regard for quality and cost.
7. Maintaining adequate liaison with the Chief Guide to ensure that there is sufficient Club PLB's for the numbers going on Club trips (would this better under gear custodian as the emergency contact is not involved with the issue of PLBs out to club members)
8. Charging for the hire of gear as determined from time to time by the General Committee ((would this better under gear custodian as the emergency contact is not involved with the issue of PLBs out to club members)
9. Update the intentions form as necessary
10. PLB registrations as necessary
11. PLB audit – Bi-Annually
12. PLB replacement - battery replacement after expiry or activation

Membership of Committees:

None.

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Liaison:

The Emergency Contact Co-ordinator shall maintain adequate liaison with:

1. Chief Guide
2. The Gear Custodian
3. All trips leaders for advice on Emergency Contacts.
4. The Chief Guide on Emergency contact/PLB Policies and Procedures.
5. The Chief Guide on Emergency Call-outs
6. Suppliers and repairers of PLB equipment.

Financial Authority:

The Emergency Contact Co-ordinator has no authority for expenditure on Club business without prior authority by the General Committee.