

**CALGARY REGIONAL EMERGENCY SERVICES
TRAINING GROUP (“C.R.E.S.T.G.”)
Updated February 3, 2011**

Terms of Reference

1. **Name:** Calgary Regional Emergency Services Training Group (“C.R.E.S.T.G.”)
2. **Definition:** A committee composed of training officers or Designates from various emergency services Departments within and around the Calgary region.
3. **Purpose:**
 - (a) Prime Function – To co-ordinate the training aspects of the emergency services departments in an effort to maximize and share available resources;
 - (b) Education – To plan and prepare training courses and curriculum in an effort to educate all departments’ membership and staff; and
 - (c) Communication – To improve and promote better communication between departments and enhancing new partnership possibilities.
4. **Membership:** C.R.E.S.T. is composed of one (1) training officer or designate representing one of the following agencies: (see Appendix B for Fire Department Membership List and Contact information)

In the event that a member is unable to attend a scheduled meeting, the adopted practice is to have an alternate appointed to attend such a meeting.

Members may be added or deleted as voted upon by the committee.

The committee may invite representatives from any organization or agency as a resource person when circumstances arise.

5. **Meetings:** There shall be regularly scheduled meetings as outlined below:
- (a) a written notice of the time and location of all meetings shall be given to all members at least two (2) weeks in advance of such meetings;
 - (b) the Chairperson will call a minimum of four (4) meetings per year at approximately three (3) month intervals, to be kept to approximately 2 -3 hours in length;
 - (c) other meetings may to be called by the Chairperson at his/her discretion as such meeting(s) become necessary. Written and/or telephone and/or e-mail notification will be given to each member at least forty-eight (48) hours in advance;
6. **Voting:** Each agency represented on the committee shall have voting privileges with one vote allocated to each agency.
7. **The Chairperson:** The Chairperson will be appointed by vote. The term will last for four (4) consecutive meetings or one (1) year, whichever is the longest. The duties of the chairperson will be:
- (a) to chair each and every meeting and convey the business in an orderly fashion, effectively and efficiently (facilitate discussions);
 - (b) to decide the time and place of each subsequent meeting;
 - (c) to call extraordinary meetings when necessary;
 - (d) to provide written notification of meeting, including the time, date, location and agenda for business and forwarding of previous meeting minutes;
 - (e) to decide tied votes;
 - (f) to provide exchange of correspondence to and from internal or external partners or affiliated agencies, or by his/her designate as other duties as assigned.

8. **Vice Chairperson -** The Vice Chairperson will be appointed by vote.
The duties of the vice chairman will be to act as chairperson in the absence of the chairperson or as requested.
The term will last for four (4) consecutive meetings or one (1) year, which ever is the longest.
The Vice-Chairperson having completed his/her term, shall have the opportunity to be nominated for the next Chairperson term of office.
9. **Treasure -** The Treasurer will be appointed by vote.
The term of office will last for eight (8) consecutive meetings or two (2) years, which ever is the longest.
The Treasurer having completed his/her term shall have the opportunity to be nominated for the next Treasurer consecutive term of office.
The duties of the Treasurer will include:
- (a) co-ordinate all matters relating to finance
 - (b) maintain and balance all transactions through the C.R.E.S.T.G. bank accounts
 - (c) act as signing authority for the C.R.E.S.T.G. bank account
 - (d) keep copies of correspondence relating to C.R.E.S.T.G. financial affairs
 - (e) Provide a financial statement to the membership at regular meetings, an annual report or as required
 - (f) Another standing member of the CRESTG Executive is to be appointed as the second person to have signing authority in the absence of the Standing Treasurer.
10. **Secretary -** The Secretary will be appointed by vote.
The term of office will last for four (4) consecutive meetings or one (1) years, which ever is the longest.
The Secretary having completed his/her term shall have the opportunity to be nominated for the next Secretary consecutive term of office.
The duties of the Secretary will include:
- a) Recording the minutes of each meeting, clarifying with members as necessary whatever decisions have been reached and action items;

- b) Prepare agendas and minutes for distribution prior to regularly scheduled meetings (through the Chairperson) to all members of the committee (group). All persons present at the meeting, and all members of the committee shall receive copies of the minutes;
- c) Keep copies of correspondence for the membership group;
- d) Assist the Chairperson to ensure the agenda items are discussed and conclusions are reached, and action items or business arising is carried forward.

11. **Member's –**

- a) Attending meetings. If a member cannot attend a meeting it is his/her responsibility to find an alternate and inform the secretary prior to the meeting, and/or forward business item(s) for discussion;
- b) Contributing their experience and ideas to committee discussions;
- c) Obtaining information, if assigned to do so by the committee;
- d) Participate in local or municipal agency training scheduling, facilitation, instruction and proctor/examination as required.

12. **Modification of the Terms of Reference:**

The Terms of Reference of C.R.E.S.T.G. may be modified upon the passage of a resolution by the committee membership, with a quorum vote from the committee member agencies.

Modifications of the appendix to the Terms of Reference may be made by vote at any general meeting of the organization.

13. **CRESTG Membership Quorum:**

Quorum shall be defined as thirty three (33) percent of the committee membership present at a meeting plus one (1). Additionally the ability of any committee member to vote by proxy shall be provided for by written notification to the standing Chairperson a minimum of twenty four (24) hours

prior to the scheduled meeting date and time addressing a described business item.

The absence of vote by proxy or attendance at scheduled meeting to cast a vote by a committee member representative, shall be recorded as the members department has abstained on any such item of business before the membership.