



Disaster Animal Response Team of Nova Scotia (DARTNS)

From Harm to Home

A Not-For-Profit Society

(WP, “ESS DARTNS Terms of Reference, Draft 1, July 14, 08”)

Terms of Reference

Contact information

DART of NS Contact: E-mail: Information@dartns.org Website: www.dartns.org

Preamble

In emergencies, the volume, urgency and intensity of human and animal needs, and the degree of social disorganization are such that regular community services may be unable to cope. Emergencies require the implementation of an emergency system to meet and manage urgent physical and personal needs until longer term programs are effectively in operation.

Mission Statement

Working with associated agencies during emergencies where animal care is required, DARTNS would endeavour to meet the basic needs for animals.

Objectives

1. To educate and prepare individuals, communities and organizations to mitigate the impact of disasters on animals.
2. To develop a collaborative working relationship with emergency response agencies, humanitarian agencies and animal welfare organizations.
3. To provide the highest standard of disaster response services.
4. To recruit, train and maintain a committed team of volunteers.
5. To work within established emergency Municipal, Provincial, and Federal protocols.

Mandate

- DARTNS is a network of agencies and individuals that will work within the existing emergency management system in place across Nova Scotia, to help animals that are in need in times of emergency.
- DARTNS would be a coordinating agency working with partners in times of emergency, to provide for the care of animals who may be stranded, ill or lost, etc. Possible partner agencies or groups are the SPCA, Emergency Management Office of Nova Scotia, Municipal Emergency Management Offices, Canadian Red Cross, Veterinary groups, etc.

The Board of Directors, Membership, Sub Committees and Voting Rights

- The Board of Directors is made up of community members with new members added as agreed to by a vote of 50% plus one of the Board. Board members are appointed for two year terms.
- The Executive is appointed from within the Board. The Executive shall be the President, Vice President, Treasurer and Secretary. The Executive shall be for a 2 year term, with the end of June of each year used as a maximum of time for a new Board/Executive to be elected. If a board member comes on the board during the year, the person has one year from the end of the next June to remain on the board. Members can be re-elected for subsequent terms.
- Sub Committees may be composed in whole or in part of members of the Board to address specific issues. Sub Committees shall be: 1) Membership, 2) Fundraising, 3) Media, 4) Advertising. Others as deemed appropriate by the board.
- The Board of Directors may initiate working agreements, memoranda of understanding and other collaborative arrangements in preparation for caring for animals in times of emergency.

Executive of the board, responsibilities

The Executive of the DARTNS board will be composed of President, Vice President, Treasurer, and Secretary, elected by the membership by the end of June, for 2-year terms.

- The President is responsible for:
 - Setting meeting agendas in consultation with members and circulating them in advance;
 - Determining the locale and date of meetings, after consultation with the membership;
 - Conducting business on behalf of the board. e.g. handling requests for participation;
 - Sending replies on behalf of the organization;
 - Ensuring records of decisions and proceedings are produced and circulated;
 - Assisting in arranging board meetings to be held once per month, annual meeting held by end of June of each year;
 - Calling meetings or teleconferences, at their discretion or at the request of other members;
 - Communiqués and recommendations will be sent under the signature of the President or designate.
- The Vice President is responsible for:
 - Vice President acts in place of the President if the President is not available.
- The Treasurer is responsible for:
 - Accounting and logging all revenues taken in by all activities of the organization.
 - Also accounting and logging all expenditures as authorized by the board.
 - Ensuring all cheques have at least two authorizing signatures, one is treasurer and the other either the President or Vice President.
 - Expenditures over \$1,000.00 must have the authorization of quorum of the board.
 - Having a monthly statement available at all monthly and annual board meeting of all Revenues and expenses for the previous month or year (for annual meeting).
- The Secretary is responsible for:
 - Taking and distributing all minutes of regular and annual board meetings.
 - Sending out agendas for meetings as approved by the President.
 - Handling & processing of correspondence, and such things as business cards, letterhead, etc.

Rules of Order

- The board shall meet once per month, unless decided by 2 of 4 of the executive to not have a meeting.
- A quorum for a board meeting shall be minimum of 2 of the executive and a minimum of 3 general board members.
- A quorum for an annual meeting shall be 50% of general membership and minimum of 2 of the Executive.

Dismissals, Suspensions & Bylaws

- Board members or volunteers working on a DARTNS response or planning/training activity who does an action or speaks in a manner that is not in keeping with generally accepted normal and ethical behaviour, may be suspended or dismissed from their role with DARTNS. This action can be taken by the onsite DARTNS Response Coordinator in times of emergency or by the President in non emergency times.

