

3. Shall appoint aU special committees, ;rod fill any vacancies occurring therein.
4. Shall have the power to require such written reports of officers and committees as deemed necessary.
5. Shall be a member of the fund raiser committee.
6. Shall attend all standing committee meetings when needed.
7. The Captain and First Lieutenant shall appoint all standing committee chairmen. 8. The Captain shall designate an auditor the books of the Treasurer before January 1st of each year.
9. The Captain may sign checks in absence of Treasurer.

B. FIRST LIEUTENANT

1. In the absence or disability of the Captain, the First Lieutenant shall exercise all his or her functions, and upon the resignation of the Captain and until the end of his or her term of office.
2. Shall be chairperson of the Membership Committee.
3. He or she with the Captain shall appoint all standing committee chairpersons.

C. SECOND LIEUTENANT

1. Shall be in charge of training.
2. Shall be chairperson of the By-Law Committee.
3. Shall be chairperson of the Fund-Raiser Committee.

D. SECRETARY

1. Shall keep all records of all Search and Rescue Meetings and Special Meetings. 2. Shall keep records on all activities to be compiled in an Annual Report.
3. Shall keep an accurate and correct roster of all members of the Search and Rescue Team.
4. Shall submit to the Search and Rescue Team a yearly report.
5. Shall serve on the Membership Committee.
6. Shall have a report ready for the Captain for each District Meeting.
7. Shall conduct all general correspondence as directed by the Search and Rescue Team.

E. TREASURER

1. Shall receive and be responsible for all funds of the Search and Rescue Team. 2. Shall make a complete written financial report to the Search and Rescue Team. 3. Shall be a member of the Fund-raiser Committee.
4. Shall sign all checks. In the absence of Captain shall sign checks
5. Shall receive all money and maintain an accurate account of same.
6. Records shall be audited annually before the new Treasurer takes over office. 7. Shall serve on the Membership Committee.

F. FIRST SERGEANT

1. Shall be in charge of all equipment.
2. Shall be in charge of all maintenance records.
3. Shall be Chairperson of the Communication Committee.

G. SERGEANT

1. Shall assist First Sergeant.