**Crisis Management Coordinator**

December 2018 Section 10

**Bylaws:Article VIII Section 1**

The special appointed officers shall be…Crisis Manager Coordinator… all of whom are appointed by the LWML district President. She shall

1. serve a term of four (4) years, or until their successors are appointed, and be eligible for

 reappointment;

B. be voting a member of the district LWML Board of Directors ……

**Section 5 – Crisis Management Coordinator**

The Crisis Management Coordinator shall:

A. appoint two (2) qualified attendees to be on duty at LWML functions as requested by the District President;

B. present a report to each meeting of the LWML district Board of Directors and LWML district convention;

C. be responsible to the LWML District President;

D. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

E. maintain officer guidelines.

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC.

The Crisis Manager is appointed by the President and

* is a member of the LWML Indiana District;
* possesses knowledge and skills related to Crisis Management i.e., is a Registered Nurse experience in the area of Critical Care and/or Emergency Room/Trauma; Rapid Response
* currently certified in CPR; Advanced Cardiac Life Support
* is responsible to the President
* is a voting member of the Board of Directors
* serves a (4) year term or until the successor is appointed, and is eligible for reappointment
* collaborates with the President and Meeting Manager to coordinate information related to meeting location, Emergency Medical Response Systems, Health Care Facilities related to Emergency and Urgent Care, and Pharmacies available at the meeting location site
* develops a communication system for emergency response
* provides a health care information card for all participants attending official meetings of the LWML Indiana District
* keeps the backpack full of first-aid supplies, replacing expired items as needed; may submit voucher for reimbursement
* provides a Crisis Management Team and responds to emergencies at all official meetings of the LWML Indiana District:

 Board of Director Meetings

 Indiana District LWML Conventions

 Indiana District Retreat

 Change of Officers Retreat

 And other events as requested by the President

* prepares a written report for each regular meeting of the Board of Directors and the Indiana District Convention Manual. A brief oral report is given at the BOD meetings.