

PaBIA Director - Member Safety Portfolio

General

Aside from our historical interest in providing key amenities, such as: markers, maps and fire pumps, PaBIA has, since its inception, been concerned and focused on promoting boating safety. With increasing use of local lands and waters, the mandate of this focus has become broader and more encompassing. Our waters are at more risk with: more people, more cottages, and more, bigger, faster boats. While continuing to provide key safety amenities, PaBIA will seek the means that promote a more informed and safer membership. With more people and an ever-changing pressure on our environment, we must remain vigilant to identify and then monitor those threats that impact our environment.

In establishing a healthy partnership with the GBLT, we have learned: a.) the value of properly monitoring and maintaining natural beauty of scarce recreational lands; b.) the value and need to properly educate recreational users of these lands. This experience has, collaterally, helped us increase our monitoring and maintaining of local recreational sites on Crown property, while raising member and public awareness of the consequences of user abuse that progressively impacts subsequent recreational use of this land.

PaBIA is committed to helping our summer community maintain and preserve the natural beauty of all local recreational sites, while keeping our waters clean and safe. By being pro-active in these areas, PaBIA remains committed to improving the quality of our daily lives, whenever we find the time to summer in PaB. As required, PaBIA will progressively work with local authorities to resolve an environmental threat or any unsafe condition. PaBIA will continue to always keep the best interests of our membership at the center of all decisions, when determining a final course of action.

As a current member of PaBIA, with a history of participating in the regular functioning of PaBIA, the Member Safety Portfolio Director is one of seven, functionally specific, PaBIA Portfolio Directors, whose number may vary, as need requires. The Member Safety Portfolio Director is directly responsible to the Association President and each member, for implementing the intent, as it is outlined, above.

In implementing this intent, this Director shall:

- A. Provide prompt feedback to Board communications.*
- B. Be timely in all other correspondence/reports – avoid procrastination.*
- C. Maintain adequate historical files for relevant Portfolio issues.*
- D. Promote and maintain open, pro-active communications with Board members.*
- E. Seek effective team results, through promotion of open, honest dialogues that focus on the respective positive contribution of each team member.*
- F. Seek consensus, while avoiding any attempt to coerce/force a particular point of view on another team member.*
- G. Lead by example; promote positive coordination with other Portfolio Directors and all Committee Chairmen/Coordinators.*
- H. Keep respective Safety Portfolio Committee Chairman/Coordinator informed; promote portfolio transparency by forwarding relevant Executive Board correspondence to each Chairman/Coordinator.*
- I. Consult the Portfolio Committee Chairmen/Coordinators and seek their collective inputs on pending issues and the formulation of policy.*

- J. *Promote the value of Portfolio Committee Chairmen and Coordinators seeking to learn more about each other's respective roles, and to seek opportunities for assisting each other, where/when possible.*
- K. *Consider the value of matrixing the roles and responsibilities of the Portfolio's Committees to facilitate an understanding of how each committee head can help, or be helped in increasing the value/contribution of the Portfolio's Committees.*
- L. *Ensure that each Committee Chairman/Coordinator is fiscally responsible for prudent execution of their portion of PaBIA's annual budget.*
- J. *Seek Board approval prior to any significant expenditure.*

PaBIA Board

- A. Each Portfolio Director sits, as a member of the PaBIA Board, and serves as a functionally specific Portfolio Director, who is committed to supporting the leadership of PaBIA's President.
- B. The Board and each Portfolio Director is responsible for promoting the best interests of PaBIA's membership.
- C. The Board meets regularly during the summer and spring and generally maintains contact through scheduled conference calls and frequent email.
- D. All Board meeting deliberations and any internal communications shall be considered as confidential, and as such, are not intended for individual dissemination to any part of the general membership. The Board will determine whether and when it will pass Board discussions/ decisions to its general membership.
- E. As regards paragraph D, above, the Board's general intent is to promote open transparency in all actions/decisions.
- F. Every member inquiry or communication is important; regardless of subject. Accordingly, every effort should be made to acknowledge the receipt, indicate our next steps, forward it to any/all relevant Portfolio Directors, and to always ensure that the originator is updated and to ensure the request/issue, at hand, is adequately attended to.

Member Safety Portfolio

Per the general intent, this Portfolio is responsible for promoting a safe, natural environment that facilitates the overall enjoyment of our member's time in PaB.

The Member Safety Portfolio includes, but is not limited to the following functions:

A. Boating Safety and Fire Coordinator

The purpose of Boating Safety & Fire Coordinator - Promote better boating and fire safety, by providing member education on: safe boating practices, and informed fire prevention awareness, while serving as the Association Liaison to the local response team.

The Boating Safety and Fire Coordinator shall:

1. Provide education that prepares boat operators for taking the Pleasure Craft Operator Card examination.
2. Be available to administer the qualifying test for the Pleasure Craft Operator Card.
3. Promote better boating through regularly scheduled classes:
 - a. Teach regularly scheduled boater safety classes for Ojibway campers;
 - b. Coordinate and teach adult boating safety classes, when requested or deemed appropriate;
 - c. Participate in training of new Marine Patrollers.

4. Provide Marine Patrollers annual training in the operation of each PaBIA fire pump and the steps for conducting regular operational checks on each pump.
5. Ensure that routine operational checks of the fire pumps are performed by PaBIA's Marine Patrol.
6. Work with a local contractor (Desmasdon's) to maintain the general functionality of each fire pump.
7. Serve as the Association's general liaison to PABERT, as regards, matters pertaining to fire fighting and fire safety.
8. Oversee any issue that is related to general boating, fire safety and improvements to these critical areas.
9. Keep the Portfolio Director informed of any relevant change in availability or status for all on-going projects.
10. Prepare and submit, in a timely manner, an annual report for PaBIA's Handbook.
11. Identify, train, and include an assistant/backup person in the performance of the regular responsibilities of the position; the person should be able and willing to assume these duties, in the absence of the Chairman.

B. Maps and Markers Chairman:

The purpose of the Maps and Markers Chairman - Provide those resources that facilitate safe boating in and amongst the local islands of Pointe au Bari: in the waters where the Canadian Coast Guard does not provide navigation aids.

The Maps and Markers Chairman shall:

1. Maintain any historical files that are relevant to maintaining continuity for subsequent publication of revisions to PaBIA's Map of Pointe au Baril.
2. Collect relevant information that can be used to enhance subsequent revisions of the map;
3. Assess the need to update PaBIA's map, after each summer.
4. Notify Portfolio Director and PaBIA Treasurer, when new revision to map appears to be justified.
5. Upon approval from Executive Board, compile relevant updates and enhancements, implements them as a draft revision of the PaBIA Map; upon verification, work with printing contractor to print the updated edition.
6. Work with Executive Board to promote sale of the revised map.
7. Supervise the local contractor (Desmasdon's) responsible for: installing PaBIA's channel markers; repairing/replacing any damaged or missing channel markers; or, removing the channel markers at the end of each summer season.
8. Ensure that adequate replacement markers and weights are maintained at key sites; work with the Marine Patrol to ensure all spare markers and weights are routinely accounted for and that each one is in good repair.
9. Coordinate with the Marine Patrol to ensure that they are tasked to identify problems with markers, while continuing to validate marker locations with GPS.
10. Maintain the official, current GPS file of all marker locations.
11. Be responsible for coordinating and implementing new marked channels, as required.
12. Be responsible for tasking the maintenance and repair of other fixed PaBIA markers, such as the S-Turn marker.
13. Keep the Portfolio Director informed of any relevant change in availability or status of all on-going projects.
14. Prepare and submit, in a timely manner, an annual report for PaBIA's Handbook.
15. Identify, train, and include an assistant/backup person in the performance of the regular responsibilities of the position; the person should be able and willing to assume these duties, in the absence of the Chairman.

C. Marine Patrol Coordinator

Purpose of the Marine Patrol Coordinator - To be an integral part of PaBIA's efforts to respond to its members' demands for programs that protect and promote a safe, courteous, quiet, and clean, water-access community for all boaters and cottagers. (Taken from Marine Patrol Job Description '08)

The Marine Patrol Coordinator shall:

1. Be responsible for:
 - a.) timely update of PaBIA website as regards Marine Patroller Job Description and related hiring information;
 - b.) conducting timely, fair, transparent hiring of Marine patrollers.
2. Maintain currency/relevance of Marine Patrol Protocols; update the Protocol, as needed.
3. Plan, coordinate, and schedule topic instructors for new Patroller training, to adequately prepare Patrollers for accomplishing their daily responsibilities.
4. Ensure that all Marine Patrol equipment and property is accounted for, maintained, and signed for by each patroller.
5. Provide a weekly schedule for Patrollers; and regularly supervise its execution.
6. Over-see the daily operations of the Marine Patrol; provide motivational leadership, as required, to help the Patrollers meet the intent of the Protocols.
7. Ensure TOA Water Testing is done on a bi monthly basis and is conducted per the TOA specification.
8. Promote and ensure the accurate, timely documentation of all Patroller activities. By gathering and recording the uses/abuses of our water/land, Patrollers help PaBIA maintain its position as a stakeholder and credible voice in the community.
9. Serve as the active partner in the GBLT/PaBIA partnership to assist in the supervision and maintenance of local trust lands; ensures that Patroller weekly efforts are appropriately focused on activities that help to justify our GBLT funding.
10. Regularly review Patroller GPS tracks to ensure uniform patrol coverage of area.
11. Monitor and assess local boating safety climate and environmental trends; makes relevant recommendations to Portfolio Director.
12. Support the integration of high school volunteers; work to build a cadre of experienced volunteers to help our Patrollers maintain Crown Land recreational sites.
13. Keep the Portfolio Director informed of any relevant change in availability or status of all on-going projects.
14. Prepare and submit, in a timely manner, an annual report for PaBIA's Handbook.
15. Identify, train, and include an assistant/backup person in the performance of the regular responsibilities of the position; the person should be able and willing to assume these duties, in the absence of the Chairman.

D. Medical Liaison:

The purpose of the Medical Liaison – To support PaBIA's intent to better the lives of its membership through pro-active advocacy of ways that facilitate a member's general health.

The Medical Liaison shall:

1. Provide medical support and advice, as needed, to local Nurses Station.
2. Provide relevant articles that promote healthier living choices.
3. Advise the Portfolio Director and PaBIA Executive Board on relevant medical issues of concern to the membership.
4. Prepare and submit, in a timely manner, an annual report for PaBIA's Handbook.