

# ICAR Organization Rules

20211023-ICAR-Organization-Rules (unchanged text, new text)

## 1 Purpose

The organization rules state the organization, tasks, procedures and authorizations of the board, the technical commissions, and the ICAR office in order to facilitate efficient operation.

## 2 Basics

The rules are based on the ICAR statutes, in particular on sections 4.3, 4.5, 5 and 6.

## 3 Scope

The rules apply to the activities of the board, the technical commissions, and the ICAR office.

## 4 The Board

### 4.1 Organization

The organization of the board is laid down in section 4.3 of the ICAR statutes.

### 4.2 Management Rules

4.2.1 The leading process is established on a management circle. This management circle is related on a core competence based on strategy and its goals. The circle includes the following process:

1. Orientation & Identification
2. Analyse & Assessment
3. Decision
4. Planning
5. Execution & Benefit
6. Evaluation
7. Orientation & Identification

4.2.2 The board members take care of their duties free of charge and autonomously. Special attention must be paid to the flow of information within the board and to the member nations.

4.2.3 Contact with organizations that are not members of ICAR require the involvement and approval of the president.

4.2.4 Time limits on assigned tasks are to be respected.

### 4.3 Tasks and Responsibilities

#### 4.3.1 The President

- represents ICAR to the outside world;
- manages and coordinates the business of ICAR and the board and is responsible for orderly procedures;
- runs the board meetings and the assembly of delegates and issues the invitations with a list of the issues to be scheduled;
- prepares the annual report of ICAR for the assembly of delegates;
- assigns specific tasks to board members;
- supervises the work of the ICAR office in all respects except accounting.

#### 4.3.2 The Vice President

- replaces the president if absent; - assumes special tasks and duties.

#### 4.3.3 The Treasurer

- is responsible for accounting and investments;
- supervises the accounting by the office of ICAR;
- prepares the annual financial report and the budget for the assembly of delegates; - monitors adherence to the budget.

#### 4.3.4 The Presidents of the Technical Commissions and Sub-commission

- are responsible for the management of their commission or sub-commission in accordance with the rules;
- implement the board decisions within their commissions or sub-commission;
- inform the president about their intentions, goals and activities;
- manage the commission or sub-commission work and foster the contact among commission or sub-commission members throughout the year.

#### 4.3.5 The Assessors

- perform special tasks and duties;
- bring new insight and experience from their organization to the board level; - process applications for membership on behalf of the board.

### 4.4 Board Meetings

4.4.1 As a rule, there are two board meetings per year, one in the spring and one in the fall, the latter preceding the assembly of delegates.

4.4.2 The president invites the board members in a timely manner, at least one month in advance and prepares a list of the issues to be discussed.



- 4.4.3 The spring meeting venue is near a central location for all board members.
- 4.4.4 For urgent matters or special issues, the president may request individual members to attend a meeting.
- 4.4.5 Board meetings are conducted in English or another common language, as decided by the board.
- 4.4.6 Minutes shall be taken of the board meetings. The minutes shall be distributed to the board members in English.
- 4.4.7 All board members are entitled to vote. In case of an equal number of votes, the president's vote counts double.

#### **4.5 Authorities of Board Members**

- 4.5.1 Legally binding documents of ICAR or documents of particular importance must be signed by the president and one more board member.
- 4.5.2 Documents not covered by the above may be signed by the respective board member on their own responsibility. Other board members are to be informed as appropriate.

#### **4.6 Financial Matters**

- 4.6.1 Expenses arising from the board member's duties are compensated by ICAR. The details are laid down in the expenses rules of Oct. 12, 2010.
- 4.6.2 Expenses must be claimed from the treasurer by November 30 of the current year at the latest.
- 4.6.3 It is in the interest of ICAR to keep expenses low.
- 4.6.4 Expenses that have been budgeted can be decided upon by the board.

### **5 Authority**

#### **5.1 Board Members**

- 5.1.1 Board members may authorize all expenses that are within the framework as set by the statutes and/or by the decisions of the assembly of delegates by two, except for their own expenses.

#### **5.2 Office Manager**

- 5.2.1 The office manager may authorize by two all expenses that have been approved previously by either the board or by the assembly of delegates.

## 6 The Technical Commissions

### 6.1 Purpose

Mountain rescue technical tasks and problems are handled by the technical commissions.

### 6.2 Basics

The rules are based on the ICAR statutes, in particular on sections 2, 4.1, 4.5, 5.2 and 6.

### 6.3 Tasks

- 6.3.1 Presentation of mountain rescue equipment and accessories
- 6.3.2 Technical assessment and safety check of the presented equipment and preparation of recommendations and proposals for improvement
- 6.3.3 Evaluation of mountain accidents, accident research, prevention of mountain accidents and preparation of statistics
- 6.3.4 Preparation of medical recommendations for primary care and transportation of injured or sick patients in the mountains
- 6.3.5 Exchange of technical experience and know-how and exchange of respective documentation
- 6.3.6 Dissemination of information about mountain rescue and for the prevention of mountain accidents

### 6.4 Organization

- 6.4.1 Four technical commissions and **one sub-commission** handle the areas of
  - terrestrial rescue
  - avalanche rescue
  - air rescue
  - mountain emergency medicine
  - **dog handlers**
- 6.4.2 The presidents of the technical commissions **or sub-commission** are members of the ICAR board. Knowledge of a second language is preferred.
- 6.4.3 The members of the technical commissions **or sub-commission** shall be active and experienced specialists in the respective domain of mountain rescue or shall be able to influence mountain rescue based on their professional activity. Good language abilities are desired and are advantageous to the work of the commissions.
- 6.4.4 The commission **or sub-commission** members are nominated by their organizations. They must be able to attend the meetings.
- 6.4.5 Commission **or sub-commission** members are delegated for a period of four years (normal period of office). In order to ensure continuous work, replacing commission members should only be done in exceptional circumstances.

6.4.6 The number of members of a technical commission or sub-commission shall be limited in order to enable efficient work.

## 6.5 Procedures

6.5.1 At least once per year, the technical commissions or sub-commission are required to organize a workshop day; usually preceding the assembly of delegates. The program (activities and goals) including appendices shall be distributed to all members at least 30 days before the meeting.

6.5.2 Additional workshops during the year are desirable. Contacts and exchange among commission or sub-commission members shall also be fostered between the meetings.

6.5.3 Special attention must be paid to the flow of information among the technical commissions or sub-commission. Issues must be constantly monitored for relevance to other entities.

6.5.4 If an issue spans the domain of multiple technical commissions and sub-commission, the commission responsible for management must be defined.

6.5.5 Minutes and a list of participants shall be prepared for every workshop and meeting.

6.5.6 The technical commissions or sub-commission conduct a common meeting in the framework of the assembly of delegates. The meeting is run by the ICAR president. The commission or sub-commission presidents present a short report about their activities and communicate their goals for the year to come.

6.5.7 The meetings are conducted in at least two of the ICAR languages. The commission or sub-commission presidents are responsible for interpreters.

## 6.6 Responsibilities, Rights and Duties of the Members

6.6.1 Based on a proposal from the commission, the assembly of delegates elects the commission and sub-commission presidents.

6.6.2 For elections and voting, the organizations that are represented in the commissions or sub-commission have one vote each. The president is also entitled to one vote. In case of an equal numbers of votes, his vote counts double.

6.6.3 Personal insights, development, training material and publications are to be made available to ICAR.

6.6.4 The members of the technical commissions **or sub-commission** are required to disseminate recommendations from ICAR or from the technical commissions **or sub-commission** within their own organizations.

## 6.7 Financial Matters

6.7.1 The expenses resulting from the participation in the technical commissions **or sub-commission** are taken care of by the member's home organization.

6.7.2 The presidents may spend an amount that is defined by the assembly of delegates on expenses and administration. Expenses must be claimed until November 30 of the current year at the latest.

## 6.8 Authorities

6.8.1 The technical commissions **or sub-commission** raise mountain rescue issues on their own initiative. The board must be informed.

6.8.2 If necessary, the technical commissions **or sub-commission** may extend the current set of rules by other, commission **or sub-commission** - specific items in an appendix to this document.

6.8.3 Requests for modifications and extensions to the present rules must be submitted to the board by the commissions **or sub-commission**.

## 7 The Office

7.1.1 The daily business of ICAR is taken care of by an office.

7.1.2 The president and the treasurer supervise the office's activities.

7.1.3 The relationship between ICAR and the office is defined in a separate contract.

7.1.4 The duties of the office are defined in an appendix to the contract.

## 8 Various

8.1.1 Changes to this document that do not interfere with the statutes may be decided upon by the board on its own.

The present rules replace the rules for the board of Oct. 2<sup>nd</sup>, 2007 and the rules for the technical commissions of Oct. 1<sup>st</sup>, 1994. They have been approved by the assembly of delegates of 2013 in Bol. **They have been approved by the virtual assembly of delegates of 2021.**