

**CHARTER FOR THE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) COMMITTEE**

**AUTHORIZATION**

The Automated External Defibrillator (AED) Committee is established by the Board of Directors under ARTICLE V, Section 2g, of the By-Laws of the Heritage Harbour Community Association (HHCA) on June 12, 2001, and will serve at the pleasure of the Board.

**PURPOSE**

The Board of Directors requires the support of the Automated External Defibrillator (AED) Committee in the maintenance of the AEDs and to train and maintain a cadre of personnel for operating the AEDs.

**SCOPE**

The Automated External Defibrillator (AED) Committee is to coordinate with Management to maintain the AEDs and all related equipment that is installed in the Lodge and the Clubhouse. Provide instructors and classes to qualify users on the proper use of the equipment.

**PRIMARY FUNCTIONS**

The primary functions of the committee are:

- Set up and train users to operate the AEDs
- Develop and recommend to the Board rules and regulations for the use and operation of the AEDs
- Review proposed budgets for the maintenance, operation, and development of the AED program
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the AEDs
- Provide assistance to the General Manager relative to the AEDs, as requested by either the Board or the General Manager.

## **SPECIALIZED FUNCTIONS**

The committee has the following specialized functions:

- Develop a cadre of instructors that are qualified to teach the proper use of the AED
- Develop and conduct indoctrination and training sessions to qualify AED users
- Maintain an inventory of all AED equipment and supplies.

## **COORDINATION**

The committee shall coordinate its activities with the General Manager, with Board Committees (specifically including the Buildings and Clubhouse Dining Room Committee), and with Registered Activities. The committee should send representatives to the periodic coordinating meetings of Board Committees.

## **MEMBERSHIP**

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

## **MEETINGS**

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the TV channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.