

## **Top 10 Rules for Dispatcher Organisational Meeting Structure Reporting to Deputy Assistant Secretary [Logistics & Repair Support]**

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0 Comments

It has been decided that Dispatcher Committee will not meet until Deputy Assistant Secretary for Logistics & Repair Support receives adequate Rank & fiscal compensation as it relates to requirements for residency.

Please read & review dispatcher committee structure & bring your ideas to the meeting when it is eventually scheduled.

The dispatcher committee will revise organisational structure after receipt of your ideas at the meeting,

Thank You for Your Participation,

/s/

Deputy Assistant Secretary for Logistics & Repair Support

### MEETING STRUCTURE OUTLINE:

1. YOUR OBJECTIVE FOR COMMITTEE MEETINGS
2. YOUR STATUS ON DISPATCH TEAM
3. YOUR RIGHTS FOR MEETING PARTICIPATION
4. YOUR RESPONSIBILITIES AT MEETING
5. YOUR ELECTED DISPATCH OFFICERS

6. YOUR ACCEPTANCE OF OFFICER DUTIES
7. YOUR EXECUTIVE COMMITTEE
8. YOUR EXECUTIVE COMMITTEE POWERS
9. YOUR MEETINGS WITH EXECUTIVE COMMITTEE
10. YOUR DISPATCH TEAM POLICY LIMITATIONS

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## 1. YOUR OBJECTIVE FOR COMMITTEE MEETINGS

To promote spirit of operational discipline among team dispatchers to include major equipment tracking & Deployment.

To ensure good treatment of team dispatchers through solid communication & training, particularly where job satisfaction is at issue within dispatch teams.

To establish techniques for executing equipment logistics & repair support service not provided at targeted installations.

## 2. YOUR STATUS ON DISPATCH TEAM

Team dispatchers will all be participants of record within administrative structure. Proof of dispatch team residency will remain the obligation of Deputy Assistant Secretary for Logistics & Repair Support.

In the event any team dispatcher shall cease to perform duties, said dispatch team residency shall lapse & terminate on that date.

### 3. YOUR RIGHTS FOR MEETING PARTICIPATION

In all matters which shall come before Deputy Assistant Secretary for Logistics & Repair Support each team dispatcher shall have the singular right to one vote.

All motions shall require a majority of those present & voting. Voting by Proxy is strictly prohibited.

### 4. YOUR RESPONSIBILITIES AT MEETING

Periodic meetings of dispatch teams shall be scheduled at which time officers shall report to dispatch teams such Equipment Logistics & Repair Support Business as is appropriate.

Special meetings of dispatch teams for any purpose may be called at any time by executive dispatch committee, or by written request of team dispatcher majority.

All officers & wing captains must be notified, The notification shall contain the reason for such meetings.

### 5. YOUR ELECTED DISPATCH OFFICERS

The dispatch officers shall be elected periodically as new projects dictate or at any special meeting held for that express purpose.

Officers are eligible for reelection by team dispatchers following expiration of service term. In the event any officer cannot complete term, team dispatchers shall elect new officer at next meeting.

Any officer may be removed from office for just cause by majority of team dispatchers voting by either in person or by secret ballot, depending on operational sensitivity of crisis.

Prior to meetings called to address operational matter of major significance, a chairperson of a nominating committee shall be chosen from pool of team dispatchers, not including executive directors.

The chairperson & committee members shall prepare a Slate consisting of eligible directors & team dispatchers for presentation at meetings where voting decisions are made.

## 6. YOUR ACCEPTANCE OF OFFICER DUTIES

Leading team dispatchers shall be responsible for keeping records of all meetings & proceedings of the executive committee & to serve notice of operational issues to be addressed in upcoming meetings.

Leading team dispatchers will be expected to post agenda for upcoming meeting in a conspicuous place at period of time prior to that meeting to give Deputy Assistant Secretary for Logistics & Repair Support & wing Captains adequate time to prepare.

Leading team dispatchers shall handle & disseminate any correspondence deemed necessary by executive committee.

Leading team dispatchers shall keep special book on contracts & amendments to contracts at meetings to be posted as part of the book after each meeting.

Leading Team dispatchers dedicated to fiscal matters related to equipment logistics & repair services shall conduct & control business affairs facing executive committee.

Leading Team dispatchers shall provide for the guidance of officers & committee chairs, not inconsistent with conclusions made by majority of dispatch teams.

## 7. YOUR EXECUTIVE COMMITTEE

The executive powers of the committee as related to daily dispatch team responsibilities shall be vested in, exercised by & under the authority of the executive committee.

The Deputy Assistant Secretary for Logistics & Repair Support shall preside over all Executive Committee meetings designed to determine dispatch team messaging, packaging & deployment of critical equipment.

The Deputy Assistant Secretary for Logistics & Repair Support

shall appoint committees for among dispatch teams from time to time as deemed appropriate to assist in conduct of critical affairs & to appoint Wing Captians.

The Deputy Assistant Secretary for Logistics & Repair Support shall sign all equipment contracts & other instruments in writing upon officer approval of terms & conditions.

## 8. YOUR EXECUTIVE COMMITTEE POWERS

The executive committee shall have cause to keep & maintain complete records of all meeting minutes & administrative actions, presenting a full statement on the status of the operations.

The equipment assets under the purview of team dispatchers shall be disseminated in detail, as well as the condition of the equipment assets subject to actions taken at meetings.

Critical information related to duties set out by Deputy Assistant Secretary for Logistics & Repair Support shall be immediately accessible upon demand by any dispatch team.

The executive committee shall expect reports of dispatch activities, to the point only of assurance that dispatchers are properly carrying out assigned duties.

## 9. YOUR MEETINGS WITH EXECUTIVE COMMITTEE

Regular meetings of executive committee will be held prior to the regular meeting of team dispatchers & properly posted in a conspicuous place to announce date & time.

Other meetings of executive committee may periodically convened, should it be deemed advisable by a quorum of elected officers.

Every act or decision made by a majority of the executive committee present at the meeting held at which a quorum shall be present is regarded as the act of the executive committee.

The executive committee shall prepare proposed agendas for meetings & post in a conspicuous place, including any old business requiring further consideration & new business to be placed before dispatch teams.

The agenda related to equipment logistics & repair support should be worked out in a simplified way & disseminated to all dispatch teams applicable to all postings of all meeting notices & actions.

## 10. YOUR DISPATCH TEAM POLICY LIMITATIONS

Any officer elected by dispatch teams may sit in at any meetings related to fiscal matters & offer advice, but cannot perform duties of executive committee without express consent of Deputy Assistant Secretary for Logistics & Repair Support.

No dispatch team may authorise new policy or obligate protected expenditures without written approval of Deputy Assistant Secretary for Logistics & Repair Support.

If dispatch teams demonstrate non-performance related to

declared fiscal intention of Deputy Assistant Secretary for Logistics & Repair Support, other dispatchers shall be found to replace inactive units.