

# RAC Operation Guidelines

## RAC Office/Address & Human Resources

### **Office and Permanent Mailing Address**

Communication is an essential element in efficient operations between the regional advisory councils and DSHS, OEMS/TS, as well as many other entities throughout the state. Therefore, it is vitally important that a RAC keep others informed should change in RAC address and or telephone/facsimile numbers change. RACs should notify DSHS, OEMS/TS within seven days of all changes in RAC.

Each RAC shall obtain and retain a permanent mailing address that is not subject to change for reasons such as change in RAC leadership. If a RAC has a permanent office, that address may be used, otherwise a post office box or similar mailing address must be obtained. DSHS, OEMS/TS request that a physical address be provided for UPS/FedEx type deliveries (e.g. packages, parcels, or over-night express, etc.) since these type carriers generally will not make deliveries to post office box addresses.

### **Human Resources**

In situations when a RAC has an opportunity to employ full or part-time employee(s), these individually generally should be filled by those experienced in the emergency medical services, healthcare or trauma systems; experience in grant/contract management as well grant writing experiences is highly desired and recommended. Additionally, experience in budgeting, bookkeeping and report writing is essential.

All full and part-time employees will have a functional job description and approved by the Board of Directors or Executive Board/Committee. Upon hiring a full or part-time employee, the employee should be provided a copy of his/her job description. The employee's job description should be amended periodically as duties and responsibilities may change. All job description should be made available to general membership upon request.

Full and part-time employees should have an annual evaluation. This can be done with the employee and the hiring authority or a designated party. When applicable, the duties and responsibilities of full and or part-time employees should be clearly stated in RAC governance document(s), readily available for review by general membership. This should be applicable for compensation for all RAC employees as well, although this may only be readily available to Board of Directors and or Executive Board/Committee with the approval of general membership.