

Toller Rescue Inc.

Intake Chairperson/Intake Committee

POLICY: There will be an Intake chairperson/committee to coordinate the Location, Identification, and Rescue of TRI Tollers.

GENERAL CONSIDERATIONS

1. The Intake Chairperson and committee member is a voluntary position appointed by the Board of Directors
 2. The Intake Chairperson along with coordinating rescue efforts provides feed back to Members, Regional Coordinators and the Board of Directors
 3. The Intake Chairperson keeps an up to date list of potential rescue Tollers and provides a quarterly report and stats.
 4. If required, the Intake Chairperson can have up to two committee member(s) that under the Intake Chairperson's direction and control assume certain responsibilities to better divide up the work.
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Procedures:

ACTION (in chronological order)	RESPONSIBILITY
1. Board of Directors	Appoints Intake Chairperson Appoints Committee member(s) if/as necessary
2. Intake Chairperson	Coordinates with the Petfinder Searchers, Regional Coordinators, members and other individuals to Locate, Identify and rescue Tollers in need per TRIlocationpolicy and TRIintakepolicy and other TRI policies
3. Intake Chairperson	Keeps a log of each potential Toller, their status, and provides a quarterly report to the BOD
4. Intake Chairperson	Insures good timely communication between the BOD, Regional Coordinators, and Members by reporting efforts on the TRI Yahoo Group list and other means

Date:

Updated: