

DID YOU KNOW?

AN INFORMATION SHEET FOR ST. JOHN AMBULANCE MEMBERS



DIVISIONAL SUPERINTENDENTS

March 1999

Vol. 6 No. 3

DID YOU KNOW that there are almost 600 Brigade Divisions in Canada, and each one is led by a Divisional Superintendent? Divisional Superintendents are responsible to their Provincial/Territorial Commissioner, through their Corps Superintendent or Area Commissioner, where they exist.

Divisional Superintendents must have the following qualifications:

- be 18 years of age or older;
- have a thorough knowledge of all Brigade policies and procedures;
- possess knowledge and skills in leadership; and
- have business management skills.

Divisional Superintendents take on many responsibilities within their role. They are expected to encourage enthusiasm and involvement from their members, identify areas of concern, help their members work to provide solutions, and keep members informed of new events or changes.

Some specific duties of Divisional Superintendents are to:

- chair meetings at the divisional level
- organize an effective team of Divisional Officers
- delegate responsibilities to members as appropriate
- ensure all Divisional Officers complete their responsibilities (eg. the Training Officer develops and conducts an annual training program; the Administration Officer regularly updates and submits all reports)
- provide annual performance evaluations for all Divisional Officers
- ensure their division operates within the scope of the *St. John Canada Instructions*
- prepare and submit an annual budget to their next senior officer, in consultation with their other Divisional Officers
- maintain a divisional Disaster Plan, in coordination with the Area/Provincial Plan and with their municipality
- ensure all requests for community service coverage are handled professionally and on time
- distribute all correspondence or information sheets that come from Provincial or National Headquarters
- seek advice and support from Area/Provincial Officers as required
- develop a succession plan in consultation with the Area/Provincial Commissioner
- ensure nominations for honours and awards are submitted
- arrange for recruitment or fundraising campaigns as required
- keep clear and open lines of communication both internally and externally

Leadership skills can be continuously updated through courses and manuals. Specific support material available through your Council include:

- St. John Ambulance Brigade Leadership Manual
- St. John Ambulance Brigade Youth Leader's Manual
- monthly *DID YOU KNOW?* sheets dating back to January 1994, that provide information on leadership skills such as communication, delegation, team building and recognition