



International Technical Rescue Association

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Organization & Structure

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For the most recent standards versions & supporting documentation, visit

<https://www.technicalrescue.org>

Document Control

CH G NO	DATE	AMENDMENT	SIGNATURE
-	01/12/21	Initial issue	
1	01/17/22-3/18/22	Updates per the board of directors	/s/ Eddy Cartaya
2	01/14/25	Update meeting	M Lackman
3	01/21/25	Update meeting	M Lackman
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6	02/11/2025	v3 Approved	M Lackman
7	05/22/2025	V4 approved	BOD
9			
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11			
12			

Legacy documents

[Version 2 March 2022](#)

[Version 3 Feb 2025](#)

Contents

Document Control.....	2
Introduction.....	4
ITRA Structure.....	4
Board of Directors.....	6
Chair.....	6
Vice Chair.....	6
Executive Director.....	6
Board members.....	7
Training & Standards Committee.....	8
Marketing, Communications, and Membership Committee.....	8
Conduct & Safety Committee.....	8
Finance & Risk Committee.....	8
Working Groups.....	9
Instructors.....	10
Evaluators.....	10
Membership & Fees.....	11
Associate membership.....	11
Professional Members.....	11
Organization membership.....	11
Sponsorship.....	12
Logo Use Policy.....	13
Information Management.....	14

Introduction

The International Technical Rescue Association (ITRA) is a global 501(c)(6) non-profit organization committed to advancing technical rescue standards worldwide. ITRA provides internationally recognized certification for practitioners and instructors across technical rescue disciplines. By fostering global collaboration, we support developing, recognizing, and documenting locally delivered training aligned with international best practices. We ensure technical rescuers and instructors meet the highest professional standards through independent, competency-based third-party assessments.

ITRA is dedicated to ensuring rescuers have the skills, knowledge, and resources to perform safely and effectively in diverse and challenging environments.

ITRA Structure

A Board of Directors, elected by the Professional Members of ITRA, oversees the general operation of ITRA, with Working Groups managing each specific discipline regarding the maintenance and development of each curriculum. There are different categories of membership, all of which have access to the ITRA Global Database that holds a record of the training they have completed. ITRA instructors have undergone a process to enable them to deliver courses and assess students according to the standards set by ITRA. Evaluators have gone through a process to enable them to assess Instructors to ensure that the ITRA standards are upheld.

Board of Directors

- Convening board meetings once per month (minutes openly shared).
- Communicate with the membership.
- Management of ITRA operations.
- Creating/maintaining/reviewing all codes, rules, regulations, and policies.
- Maintaining the standards of ITRA regarding conduct and values.

Chair

- Provide leadership and direction to the Board and enable them to fulfill their responsibilities for the Association's overall governance and strategic direction.
- Work with the board and working groups to maintain the vision, aims, and values of the Association.
- Ensure the Association pursues its objects as defined in relevant legislation or regulations.
- Ensure that policies and procedures to govern Association activity are in place.
- Ensure adherence and compliance with key policies and procedures.
- Liaise with working group leads on discipline-specific matters.
- Maintain oversight of any risk to the Association's reputation and/or financial standing.
- Represent the Association as a spokesperson at appropriate events, meetings, or functions.
- Act as spokesperson to the press and media.
- Chair all meetings of the board of directors.
- Generate democratic decision-making with board members, ensuring they can participate fully in discussions and meetings.
- Where there is an equal number of votes for or against a resolution at a General Meeting, the deciding vote ensures a definite outcome.
- Confirm the accuracy of all minutes and liaise with the board to ensure minutes are factual and that action points are completed.
- Liaise regularly with the Treasurer to maintain a clear grasp of the Association's financial position.
- Support working groups, instructors, and evaluators.
- Ensure that the Association office is run effectively.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.

Vice Chair

- Act as a deputy for the chair, taking on the chair's role when absent.
- Assist the Chair in all aspects of their role.
- Work with the board and working groups to maintain the Association's vision, mission, and values.
- Ensure the Association pursues its objects as defined in relevant legislation/regulations.

- Liaise with the working group leads on discipline-specific matters.
- Ensure that the Association office is run effectively.

Executive Director

- Serve as administrative oversight for systems and processes.
- Work with the board of directors to provide support on financial matters.
- Ensure the board of directors develops a long-term financial strategy for the Association with objectives that can be measured and monitored.
- Ensure the Association fulfills its financial responsibilities and complies with relevant legislation/regulations.
- Maintain an overview of the Association's financial status.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure proper systems are in place for budgeting.
- Inform the directors of the organization's financial position at each board meeting.
- Present Financial Statements for audit, ensure all supporting evidence is available to the auditor, and liaise with the auditor as required.
- Present the financial statements to the AGM for approval.
- Liaise with designated staff about financial matters.
- Ensure that payments are made on time.
- Manage bank accounts and act as a signatory.
- Ensure any recommendations of auditors are implemented.
- Ensure that the required insurance coverage is in place.
- Ensure current knowledge of relevant accounting standards and advise the board of any changes.

Board members

- Attend board meetings once per month and special board meetings as necessary.
- Assist in the management and operation of ITRA.
- Assist in the creation, maintenance, and review of all codes, rules, regulations and policies.
- Assist in the maintenance of the standards of ITRA.
- Develops and maintains up-to-date public policies and ITRA governing documents for the members.

Training & Standards Committee

The Training & Standards Committee is composed of board members, working group leads, and deputies. The committee holds the following functions:

- Reviewing and making decisions on instructor and assessor applications.
- Periodically reviewing all ITRA training systems and standards.
- Moderation of assessments.

Marketing, Communications, and Membership Committee

The Marketing, Communications, and Membership Committee comprises board members, a working group lead, and deputies. The committee holds the following functions:

- Formulating and reviewing a marketing & communications strategy
- Formulating and disseminating any non-regular communications.

Conduct & Safety Committee

The Conduct & Safety Committee comprises board members, working group leads, and deputies. The committee holds the following functions:

- Investigate and take appropriate action for complaints, grievances, and safety matters.
- Promote and share safe practices.

Finance & Risk Committee

The Finance & Risk Committee comprises board members, working group leads, and deputies. The committee holds the following functions:

- Review and make decisions on finance matters.
- Investigate and take appropriate action on matters that may put the association at risk.

Working Groups

The Working Groups have been established to act as a forum to develop each discipline within the ITRA Training Framework. In seeking members to join working groups, ITRA selects staff from as wide a range of organizations and continents as possible.

Each working group is responsible for:

- Creating/maintaining/reviewing discipline documents to ensure compliance with all relevant ITRA policies, codes, rules, and regulations.
- Disseminating relevant working group information through appropriate channels.
- Setting the requirements for evaluators and instructors related to the discipline.

The working group lead will be responsible for:

- Attending board meetings (and nominating a deputy if they are unavailable).
- Scheduling regular working group meetings to ensure continual progress within the group. Real-time video calls shall be scheduled for all voting through real-time communication platforms that are not unanimous.
- Providing leadership and guidance to the working group.
- Communicating all relevant correspondence with the working group.
- Serving as a point of contact for subject-specific technical questions and any other issues from members.
- Creating, maintaining, and reviewing all relevant ITRA material and documentation specific to their discipline.

Instructors

ITRA Instructors deliver technical rescue courses according to the ITRA curriculum.

Instructors are approved by a discipline's working group and can instruct a recognized ITRA course according to the discipline's syllabus.

Instructors may assess a candidate against a recognized ITRA course according to the discipline's syllabus.

See the Instructor Handbook for additional information.

Evaluators

ITRA Evaluators are instructors who may assess candidates to also become instructors.

Evaluators are approved by a discipline's working group.

See the Assessment Charter for additional information.

Membership & Fees

Associate membership

Associate membership comprises individuals who participate in ITRA courses and evaluations and others interested in the organization. Associate members have access to the ITRA portal and can join ITRA meetings. Associate members are not entitled to vote on matters placed before the membership and are not permitted to serve as officers or directors of the Association.

Associate memberships are a prerequisite for taking ITRA courses or assessments. Assessment fees are included in the associate membership.

Cost: \$25.00 **Validity:** 1 year

Professional Members

Professional membership is composed of practitioners, instructors, and evaluators. Membership includes access to the ITRA online membership portal. A professional membership is required for those who hold instructor and evaluator status. Professional members shall be entitled to vote on matters placed before the membership, participate in working groups, and serve as officers or directors of the Association.

Cost: \$150.00 **Validity:** 1 year

Organization membership

Organization membership is available for organizations that do not wish to register associate members individually. Organization membership allows an appointed point of contact to register up to 75 members at an associate level for a fixed cost. Professional membership is not included in the organizational membership package.

Organizations wishing to register over 75 members should contact ITRA for additional information.

Cost: \$500.00 **Validity:** 1 year

Sponsorship

Level	Sponsorship	Benefits
Global	\$5000	<ul style="list-style-type: none"> • Prominent recognition of sponsorship with logo, linked to your site on the homepage of the ITRA website • Advertising (copy given by sponsor) included in the ITRA mailing list • Shared space in ITRA booths at global events. • ITRA hosted webinars highlighting the sponsor, open to members • Sponsorship package (1x banner, packaging including ITRA patches & stickers)
Regional	\$2,500	<ul style="list-style-type: none"> • Advertising (copy given by sponsor) included in the ITRA mailing list • Shared space in ITRA booths at regional community events. • ITRA hosted webinars highlighting the sponsor, open to members • Sponsorship package (1x banner, packaging including ITRA patches & stickers)
Supporting	\$1000	<ul style="list-style-type: none"> • Sponsorship package (1 x banner, package including ITRA patches & stickers)

All sponsorship levels include:

- Initial announcement of sponsorship and level to all members through social media and mailing list.
- Recognition of sponsorship level (linked to the website) on the sponsorship page of the website
- Note: The sponsor must provide and coordinate all advertising copy for mailing lists or social media posts.

Annual Sponsorship is for a calendar year, 365 days from the date of receiving your donation.

Logo Use Policy

- No variations of the logo are permitted (changes to font, design, colors, etc.) without written approval of the ITRA board of directors.
- The logo will not be used to purport exclusive ITRA endorsement of a product or service.
- The logo may be used on various media, i.e., websites, online, publications, etc.
- The logo must not be used in a way that could bring the association into disrepute.
- Text may accompany the logo to indicate involvement.

Information Management

ITRA manages information by means of a database system. The system supports training managers, instructors, students, and evaluators.