



OREGON FIRE MARSHAL'S ASSOCIATION

Letter of Support to Hold Executive Board Office

To: President, Oregon Fire Marshal's Association:

This letter confirms of my support for _____ to seek election to the Executive Board of the Oregon Fire Marshal's Association for the office of _____. If elected, _____ will be provided with the time and support required to fulfill the roles, duties and responsibilities of their elected office.

The following information details the general expectations for "All Executive Board Officers" as well as the specific requirements for each officer. This information provides a roadmap for candidates for board office regarding the commitment they and their department are making to the Association. Being elected to an office on the Executive Board is typically a maximum seven-year commitment. Although not required, board officers frequently utilize some personal time to fulfill their board obligations. A signature at the end of this letter is acknowledgment by the board candidate and their chief executive officer they understand and agree to the expectations for Executive Board officers.

➤ **ALL EXECUTIVE BOARD OFFICERS**

Attend all of the following meetings/conferences and work on projects and assignments as follows:

- Monthly board meetings and any special meetings.
- Annual strategic planning session to plan next board year's mission/goals/activities.
- Annual OFMA meeting and swearing in ceremony for newly elected officers.
- Work on a minimum of one OFMA committee each board year and/or act as a liaison to other associations and groups to support the Association mission. This includes attending committee meetings, giving board reports, etc. **Many board members will fill more than one committee or liaison role annually.**
- Assist – on-site – with at least one training offering annually.
- Participate on assignments/duties directed by the President and/or Executive Board.

➤ **PRESIDENT**

- Lead the Executive Board and the Association members.
- Prepare Executive Board agendas.
- Preside over Association meetings, conferences, sessions and other functions pertaining to the office of President.
- Be the official spokesperson for the Association.
- Attend Oregon Fire Chief's Association and other association meetings reporting on OFMA business.
- Assure the strategic plans are carried out.
- President of the ICC and IFMA chapters for OFMA.
- Maintain Association contacts and liaisons.
- Chair annual meeting committee, assuring annual meeting requirements are met

➤ **1ST VICE PRESIDENT**

- Lead the Executive Board and the Association members
- Perform all the duties of the President during the absence or inability of the President
- Assist the President in conducting the business and carrying out the policies of the Association
- Focus on assisting the President and gaining experience to prepare for the role of President
- Preside over the annual strategic planning session as incoming President

➤ **2ND VICE PRESIDENT**

- In the absence or inability of the President and 1st Vice President, assumes the duties and responsibilities of President and 1st Vice President
- Be the recording secretary for all meetings and events where minutes or notes are required. Prepare minutes for board approval. Distribute minutes to the website
- Assist the President and 1st Vice President in conducting the business and carrying out the policies of the Association
- Keep an accurate record of the proceedings of all Association functions
- Focus on assisting the President and 1st Vice President to prepare for the role of President

➤ **TREASURER**

- Be the business manager for the Association
- Assist the Executive Board to appropriately manage Association funds
- Receive all money due the Association/Issue Receipts
- Promptly deposit funds into appropriate accounts
- Keep Association financial records accurately
- Pay all disbursements by order of the President or Executive Board
- Submit financial report at each board meeting
- Purchase all stationery and supplies
- Annually close the books on June 30
- Provide information to Association accountant for tax filing
- Present financial status of Association at annual meeting
- Maintain an up-to-date membership list
- Send renewal notices timely to all members for dues
- Expend funds for normal OFMA operations as stated in the Association budget
- Assure funds expended solely by the treasurer do not exceed the maximum amount established by board policy

➤ **1, 2, & 3 YEAR DIRECTORS**

- Meet all requirements listed under: **All Executive Board Officers** shown above
- Act as advisors, consultants and guides to the board and the Association

Signature

Signature

Board Office Candidate

Date

Chief Executive Officer

Date