



Southeastern Association of Fire Chiefs

Policy 2011-01/14 REV.II-2015/10
Board Responsibilities
And Duties

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OVERVIEW

The Southeast Association of Fire Chiefs (SEAFCh) is a division of the International Association of Fire Chiefs (IAFC) called for by the IAFC Constitution and By-Laws consisting of members residing in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, the Commonwealth of Puerto Rico, and the U.S. Virgin Island. While we are a division of the IAFC, we are incorporated separately as a 503(c) (6).

The Executive Committee consists of the President, First Vice-President, Second Vice-President, International Director, Immediate Past President. The Board of Directors consists of the Executive Committee and up to 12 additional members, one from each of the ten (10) states of this Division, one from the Commonwealth of Puerto Rico and one from the U.S. Virgin Island (State Directors). The Chaplain is ex-officio, non-voting member.

MISSION

The mission of the organization is to provide leadership to career and volunteer fire service leaders, managers of emergency services organizations, persons interested in: saving life, protecting property, mitigating, and responding to all hazards that threaten the well-being of our neighbors throughout the southeastern region of the Association through vision, information, services and representation to enhance their professionalism and capabilities.

PURPOSE AND OBJECTIVES

The Association's objectives will be to discuss and promote methods that offer efficiency and safety, inform members, legislators and the community about the need for and effects of legislation bearing upon the purposes of the Association, conduct and interpret research, develop surveys, cooperate with governmental, private, and not for profit organizations, and to develop, support, and participate in educational opportunities.

LEADERSHIP

The Board is responsible for the development of broad objectives and goals for the Association, including policies, programs, budgets, and membership. The Board ensures that the activities of the Association are conducted in such a way as to achieve the Association's objectives and goals. As the elected representatives of membership, members of the Board are responsible for the business and affairs of the Association not otherwise provided for between annual conferences.

GENERAL RESPONSIBILITIES

- Attend all Board meetings, monthly conference calls, and other meetings as requested.
- There are many different viewpoints in the Association. Directors should bear in mind they are responsible to all members and must place the welfare of the Association ahead of geographical or factional considerations while at the same taking into consideration those that they represent. As leadership decisions and actions affect others, Board members will consult with the other leaders who might be affected before taking any significant actions or decision. Directors discuss matters with the President and Executive Director regarding issues and problems facing the Association.
- Board members should make their best efforts to advance the Association's position and will respect and maintain the confidentiality of specific issues and situations. Board members will support programs or policies when implemented regardless of personal feelings to give every policy and program the best chance to succeed.
- Board members are obligated to keep the Association informed of their activities and to verify the Association's position before any official statements are made.
- If asked to testify on behalf of the organization, Board members must consult with the Executive Director and President for expertise and guidance.
- Requests for information on the practices, procedures, and organization of the fire service, whether on a national or international level should be routed through the Association's office and the Executive Committee so that the information is consistent and available to all.
- Public statements or communications should plainly indicate whether a Board member is speaking on behalf of the Association, their own organization, or as an individual. When speaking on behalf of the Association, such representation must be cleared previously through the appropriate Executive Director and President. Opinions expressed in such communications should be limited to those officially adopted by the Association's body acting within its appropriate area.
- Conduct the business of the Association in accordance with the Constitution and By-Laws.
- Participate in the development and implementation of the strategic plan.

GOVERNANCE

- The strategic plan is the Association's guiding document.
- Robert's Rule of Order may be used as a general guide in our meetings.
- Simple majority constitutes a quorum.
- The President appoints Association committees.
- The Board appoints an Executive Director. The Executive Director serves at the direction of the Board.
- All Committee and task force reports, positions, and statements of substantive policy intended for circulation outside the Association shall be reviewed by the Board prior to public release.
- The Board has plenary power to change any action that was taken by previous Boards.

- Decisions should be based on quality, factual information so that they have a timely impact on membership.

BUDGET AND FINANCE OBLIGATIONS

- The Board studies and evaluates the finances of the Association to formulate plans for increasing revenues, budget controls of present and future finances, and advise Executive Director.
- The Board approves, adopts, changes, and amends all budgets as recommended by the Executive Director. The Association's annual budget runs from July 1 through June 30.
- The Annual Budget is prepared as follows:
 - Executive Director prepares the initial draft of the annual budget to be presented to the Board.
 - The Board receives a draft of the budget for discussion and approval.
- The Board delegates the signing of all operating accounts to the Executive Director.
- The Board must approve all expenditures except in the case of an emergency, the President is empowered to authorize the expenditure with notification of the Board within 30 days.
- The Association budgets and pays for or reimburses officers and directors for planned activities that support the Association. This includes travel, lodging, meals, and other legitimate expenses as outlined in the travel policy.
- All Board members will work to secure at least 1 vendor/sponsor for the Annual Conference.

ADMINISTRATIVE

- Review, make recommendations and approve Association positions and policies.
- Adhere to and enforce Association policies and positions.
- To the maximum extent feasible, route copies of correspondence sent as an Association Board Member through the Association Executive Director.
- Participate in the development and implementation of the strategic plan.
- Write article for each SEAFc newsletter.
- Assist in recruitment and retention of members.
- Board members are covered by Directors and Officers liability insurance.

SEAFc ANNUAL LEADERSHIP CONFERENCE

All Board members are expected to attend the annual leadership conference and Board meetings related to that conference.

- Board members will receive complimentary full conference and partner registration with two banquet tickets.

- Executive Committee's, Executive Director's and State Directors' expenses are covered as outlined in the Travel Policy.
- Airport pickup will be provided by the Association or local fire departments.
- Board members will have pre-arranged reservations and check-in at hotel.
- All Board members will work to secure at least 1 vendor/sponsor for the Annual Conference.

SEAFIC BOARD MEETINGS

The Association conducts up to five Board meetings in addition to monthly conference calls as needed:

1. A Winter or Spring meeting held at a location designated by the Board of Directors.
2. A Two Board meeting(s) held in conjunction with the annual conference; one prior to the opening day of the conference and one following the conclusion of the conference to include the new Board.
3. A Board meeting(s) at Fire-Rescue International
4. A Board meeting may be held in the fall to focus as needed on a specific function or business.

NOTE: No less than seven days prior to the first annual conference Board meeting, all Board members shall provide a written annual report on the activities and key issues affecting their respective states. Written reports shall be submitted to the Executive Director prior to the date of the Board meeting and then may be presented orally to the Board for potential discussion. The reports will be posted on the SEAFIC website for the benefit of the general membership. Reports should include:

- Meetings the Board member has attended during the previous twelve months where he/she has represented or promoted the SEAFIC
- Upcoming meeting or conference information of state associations
- Any actions needed to be taken by the SEAFIC or forwarded to IAFC
- Any other items that should come to the attention of the Board

IAFC FIRE-RESCUE INTERNATIONAL

- Board members are encouraged to attend FRI and if attending:
- Board members shall attend the Division meeting of the Association as scheduled.
- Board members shall attend the IAFC Business Meetings and IAFC Leadership Meeting.
- Board members shall work at least one shift at the SEAFIC booth on the Exhibit Floor.

POSITION SPECIFIC GUIDELINES

In addition to the general responsibilities as outlined above each position has specific responsibilities.

President

As the Association's leader, the President must consider the most urgent needs of the Association and then develop priorities within the framework of established Association policy and identify attainable objectives for the Association to achieve within the time frame of one term.

The president works with the Executive Director, Association officers, and committees to examine how goals can be best approached. The President should solicit support and advice from these individuals, give recognition to, give guidance to and express appreciation for contributions made by members and Executive Director.

Responsibilities:

- Serve as Chair of Executive Committee.
- Preside at meetings of the Association and at the meetings of the Board.
- Serve as official representative and spokesperson for the Association.
- Attend and preside over the annual conference.
- Give an update on the activities of the association to the IAFC membership at FRI.
- Attend state conferences to represent the Association.
- Attend IAFC meetings.
- As part of the Executive Committee, formulate plans for increasing revenues, budgeting control of present and future finances, advising and counseling Executive Director, approving investments, and presenting such plans to the Board.
- Require performance reviews of the Executive Director.
- Appoint all committees and task forces.
- Prepare or approve the agenda for Board of Directors meetings.
- Review a summary of the Association finances each month.
- As part of the Executive Committee, reviews annual budget at proposed by the Executive Director (or Treasurer) and make recommendations to the Board for its approval, disapproval or change.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference.

First Vice-President

The First Vice-President should assist the President in examining the basic goals and objectives of the Association to ensure a smooth transition between offices. An effort should be made by the President, the First Vice-President, and the Second Vice-President to maintain the greatest amount of continuity within the Association's committees and program.

Responsibilities:

- In the absence or the inability of the President to perform the duties of the office, the First Vice-President will assume the duties of the President.
- As part of the Executive Committee, formulate plans for increasing revenues, budgeting control of present and future finances, advising and counseling Executive Director, approving investments, and presenting such plans to the Board.
- As part of the Executive Committee, reviews annual budget at proposed by the Executive Director and Treasurer and make recommendations to the Board for its approval, disapproval or change.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference

Second Vice-President

Like the First Vice-President, the Second Vice-President should prepare to assume the office and duties of the President. The Second Vice-President should assist the President and First Vice-President in examining the basic goals and objectives of the Association to ensure a smooth transition between offices. An effort should be made by the President to maintain the greatest amount of continuity within the Association's committees and programs.

Responsibilities:

- In the absence or the inability of the President or First Vice-President to perform the duties of office, the Second Vice-President will assume the duties of the President.
- As part of the Executive Committee, formulate plans for increasing revenues, budgeting control of present and future finances, advising and counseling Executive Director, approving investments, and presenting such plans to the Board.
- As part of the Executive Committee, reviews annual budget at proposed by the Executive Director and Treasurer and make recommendations to the Board for its approval, disapproval or change.
- Will serve as President's Liaison for all committee and task forces and is charged with monitoring and encouraging all committees and task forces to communicate regularly and work towards the goals established for each.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference.

Immediate Past President

The Immediate Past President should assist the President and Vice-Presidents in examining the basic goals and objectives of the Association to ensure a smooth transition between offices. An effort should be made by the President to maintain the greatest amount of continuity within the Association's committees and programs.

Responsibilities:

- As part of the Executive Committee, formulate plans for increasing revenues, budgeting control of present and future finances, advising and counseling Executive Director, approving investments, and presenting such plans to the Board.

- As part of the Executive Committee, reviews annual budget at proposed by the Executive Director and Treasurer and make recommendations to the Board for its approval, disapproval or change.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference.

Executive Director

Responsibilities:

- Be responsible for the supervision, management, and maintenance of the Association business office, and the conduct and administration of all business of the Association subject to the policies and direction established by the Board of Directors.
- Submit a monthly report to each member of the Board of Directors covering the activities of the Association business office, including a statement of revenues and disbursements compared with the approved budget.
- Prepare an annual budget.
- Keep complete and true records of the meetings of the Board of Directors, Executive Committee, and appointed committees. Submit a report of the actions taken at meetings of the Board and Executive Committees to all members of the Board of Directors not later than thirty (30) days after said meeting.
- Maintain a policy manual for guidance of all officers and committees.
- Report at the annual conference on the activities and state of the Association.
- Support, administer, and maintain the policies established by the Board of Directors and represent the Association and speak in its name according to the policies established by the Board of Directors.
- Expend or authorize the expenditure of any funds for the normal operation of the Association as provided for in the budget.
- Supervise the collection and disbursement of all funds in accordance with the By-Laws of the Association and the policies established by the Board of Directors.
- Deposit all monies of the Association in an insured and guaranteed chartered bank, trust company or building and loan association which are insured by the Federal Deposit Insurance Corporation or purchase other United States or Canadian securities or obligations, notes, bills, bonds or other insured evidence of indebtedness.
- Be responsible for the custody of all assets of the Association with the advice of the Board of Directors.
- Prepare a financial report, including a detail of revenues and disbursements and make a presentation at the annual conference.
- Publish the annual audit report and distribute it to the members.
- Coordinate and execute the annual conference with the help of the host department, Conference Committee, and Board of Directors' liaison.
- Perform as Secretary/Treasurer of the Association following the duties as established in the Constitution.

The Office of the Secretary/Treasurer is filled only when the Executive Director position is vacant.

Secretary/Treasurer

Responsibilities:

- Attend all meetings of the Association and Board of Directors and keep full minutes of the proceedings and actions.
- Supervise the use of all the assets of the Association with the advice and approval of the Executive Committee.
- Determine that all monies of the Association are deposited in proper accounts and, where applicable, draw the highest rate of return consistent with the greatest safety for the Association funds.
- Report to the annual conference on the financial condition of the Association, including a summary of all revenues and disbursements.
- Consult with the Executive Committee during budget preparation prior to consideration by the Board of Directors.
- Report data on membership and dues from the Association according to IAFC guidelines.
- Prepare and distribute a complete report at the annual membership meeting and other meetings as directed to the Board of Directors and others as requested by the Board.
- Employ assistance as deemed necessary to discharge duties of the office and business of the Association upon consent of the Board of Directors.
- Provide the Board of Directors with periodic written statements of revenue and expenses, current financial status, and balance sheets of the Association.
- Sign warrants, checks, and papers on behalf of the Association.
- Coordinate and execute the annual conference with the help of the host department, Conference Committee, and Board of Directors' liaison.

International Director

The International Director represents the interests of the Association on the IAFC Board.

Responsibilities:

- Keep the IAFC informed of activities of the Association.
- Report IAFC issues back to the Association.
- As part of the Executive Committee, formulate plans for increasing revenues, budgeting control of present and future finances, advising and counseling Executive Director, approving investments, and presenting such plans to the Board.
- As part of the Executive Committee, reviews annual budget as proposed by the Executive Director and Treasurer and make recommendations to the Board for its approval, disapproval or change.
- Attend all IAFC Board of Directors meetings.
- Attend all Association Board of Directors meetings.
- Review IAFC committee appointments and provide recommendations to the Association Board of Directors.
- Provide a summary written report to the Association general membership at the annual membership meeting.

- Actively engage in issues of importance to the Association and the fire and emergency services that occur on a national and international level.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference.

State Directors

State Directors act as ambassadors in their respective states and represent the interests of their State Fire Chief Associations.

Responsibilities:

- Keep their state informed of activities of the Association.
- Report state issues back to the Association.
- Attend state conferences and Fire-Rescue International conferences.
- Provide reports and information on behalf of the represented states/territories pertinent to the Association at the annual membership meeting.
- Approve, adopt, change or amend all budgets as recommended by the Executive Director and the Executive Committee.
- Review the work of the Association at the Board of Directors meetings and develop Association policy for operations.
- Serve on committees as assigned (as Chairperson or member).
- Work on recruitment and retention of members.
- Keep President and Executive Director up to date on state conference dates and locations.
- Maintain and update contact information for key state associations and organizations and forward to Executive Director.
- Will work to secure at least 1 vendor/sponsor for the Annual Conference.

Chaplain

A Chaplain may be appointed by the President and may succeed him/herself. The Chaplain is an ex-officio, non-voting member of the Board. The Chaplain may have any of the following responsibilities:

Responsibilities:

- Act and follow all SEAFCA Constitution, By-Laws and Policies.
- Attend SEAFCA and various other organizational functions and participate when appropriate.
- Conduct SEAFCA funerals and religious activities when requested and appropriate.
- Conduct invocations and benedictions at official SEAFCA functions.
- Provide crisis scene management and support when necessary.
- Facilitate critical incident stress management.
- Provide confidential professional counseling and support services to the SEAFCA Board.
- Service as consultant to SEAFCA administration.
- Be a steward to each state and territory on tracking and recording SEAFCA member deaths.

- Track and report to the Board, SEAFRC FF LODDs and send a condolence card to the respective department.
- Develop a coalition of Chaplains in the SEAFRC states and territories.
- Work actively with the Federation of Fire Chaplains.
- Conduct, facilitate and record Chaplain Training upon request.
- Conduct devotions at SEAFRC events.
- Work actively with the National Fallen Firefighters Foundation.
- Represent the SEAFRC at the National Fallen Firefighters Memorial Weekend.

EXPENSES

Expenses for Board members' attendance at the annual conference, Board Meetings and Fire-Rescue International are covered or reimbursed in accordance with the SEAFRC Travel Policy and the F.R.I. Policy.

Adopted by the Board of Directors on the 14th day of January, 2011.

Amended by the Board of Directors on this 21st day of June, 2014.

Amended by the Board of Directors on this 13th day of October, 2015.

Lisa Moatts
Executive Director

Chief Wallace Possich
Constitution and By-Laws Committee Chairman