



SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS

POLICY 2010-01/23 REV. II- 2016-01 ELECTIONS OF SEAFCA OFFICERS

This policy provides Information and requirements for individuals interested in running for a position on the SEAFCA Board of Directors

WHAT IS FULFILLING ABOUT BEING AN OFFICER OF THE SE AFC?

An officer may feel a sense of satisfaction in being a part of an influential organization for which they have a passion, and working in a highly visible role in the Division. Members of the Board of Directors have the opportunity to influence the direction of the fire service both on a regional and a national level. The leadership positions involve dedication, commitment and hard work but can also be very fulfilling.

Being an officer means building new friendships and relationships with peers across the region and country. Officers expand their professional networks and professional experience making them more effective members of their own organizations while potentially preparing them for national office. It also means enhancing the SE AFC as an organization and the fire service in our Division.

SE AFC members considering candidacy are strongly encouraged to contact a current or past member of the SE AFC Board of Directors. These Board members may be able to share their experiences in serving on the Board, as well as give recommendations and advice to members who are serious about becoming candidates.

ARE YOU READY TO BE AN SE AFC OFFICER?

Officer Positions and Eligibility

The following excerpts are from the SE AFC Constitution and By-Laws in Article III:

SECTION 1 – OFFICERS The officers of the Association shall consist of a President, First Vice President, Second Vice President, Secretary/Treasurer, International Director, and Past President. The President, First Vice President, Second Vice President and Past President each shall have a term of office for one {1} year or until the next annual conference when their successors shall take office and they may not succeed themselves.

SECTION 2 – OFFICER ELIGIBILITY Any member of the Association seeking election to any of the offices specified in Article III, Section 1 shall:

- A. Be a regular member in good standing of both the Association and the IAFC at the time of filling and upon installation.
- B. In the event that a member vacates his/her position through retirement or otherwise while holding an elected office, the member may continue to hold said office until completion of the term.

SECTION 3 – BOARD OF DIRECTORS There shall be a Board of Directors which shall consist of a President, First vice President, Second Vice President, Past President, Secretary/Treasurer, International Director and one {1} State Director from each of the States/Territories represented by the Association.

Candidates seeking the office of Second Vice President should be aware that their commitment as an officer will likely last four years. During those years, their positions should progress in the order of 2nd VP, 1st VP, President, and finally Immediate Past President.

Candidates should possess a true passion for the SEAFc and for representing the fire service. Although not a prerequisite, it is highly recommended that candidates be involved in the organization at least two or three years before they consider running for an elected officer's position. This involvement may be as a State Director or as an active committee chair or member. This is beneficial because it ensures candidates are up to date on current issues within the fire service and are informed on SEAFc involvement in those issues.

ESIMATED TIME COMMITMENTS

Campaigning

Candidates should consider the election process as described in this document and in the SEAFc Constitution and By-Laws when determining their campaign strategies. Elections for SEAFc offices are held annually at the SEAFc Conference and voting is limited to eligible members present. Candidates should take action to ensure that members know their qualifications and platform. Importance should be placed on encouraging member to attend the conference and vote. Importance should also be placed on personal contact with the member voters at the conference.

Candidates for SEAFc offices may spend up to year campaigning for their position. It would not be unusual for a candidate to announce their intentions to seek office at the conference prior to the election year in which they wish to run. Actual time spent producing campaign materials or organizing campaign related events will vary depending on what each candidate chooses to do. An uncontested candidate may not need to campaign other than posting their profile and platform on the SEAFc website, or conducting a low-key campaign.

SERVING AS AN OFFICER

Elected officers may spend a limited amount of time away from their jobs traveling on behalf of the SEAFc. Time away depends on the position. The most demanding position on the Board regarding travel is that of the President or possibly the International Director. Time away depends on current issues being addressed by the SEAFc or the IAFC, invitations received, budgetary funding, etc.

Officers of the Association should expect to spend at least some time away from their jobs conducting business of the SEAFc including but not limited to:

- a) MEETINGS – SEAFc Board members attend at least the following annual meetings: 1. SEAFc Annual Conference 2. SEAFc Mid-Winter Board meeting.
- b) STATE CONFERENCES - State Directors are expected to represent the Association at their State Conferences. Elected officers are also often requested to attend State Conferences throughout the ten Southeastern states.
- c) FIRE-RESCUE INTERNATIONAL (FRI) - The President and International Director are expected to attend and all other Board members are highly encouraged to attend.
- d) TELECONFERENCES - Members of the Board of Directors participate in about 12 teleconferences per year.

DUTIES OF AN SEAFc OFFICER AND BOARD MEMBER

Duties and Responsibilities of all Officer/Board member positions are described and detailed in Article IV, Sections 1, 2 and 3 of the SEAFc Constitution and By-Laws and also in the SEAFc Board Responsibilities and Duties Policy. Both should be reviewed by any member considering running for an officer position.

Duties of all elected officers and State Directors also include writing articles for the SEAFc newsletter, attending state meetings, active involvement in the Association's Strategic Plan, participating on committees and recruitment and retention in the organization.

CAMPAIGN METHODS, FUNDING AND COSTS

Candidates may utilize several methods to finance their campaigns which may include fundraising, corporate sponsorship, personal contributions and donations. Donations come from friends, family, co-workers, companies, professional organizations, etc.

Costs depend upon the campaign methods chosen by the candidate. Direct mailing is one method of reaching the membership prior to the conference. A candidate may choose to reach members through emails, campaigning at state conferences or advertising in related publications. If a candidate campaigns at the SEAFIC Annual Conference or other state conferences, expenses may include travel, hotel, meals, printed materials for distribution, etc.

There is usually little or no expense for campaign costs for State Directors

EXPENSES WHILE SERVING AS A SEAFIC OFFICER

Most expenses to attend Board meetings are reimbursed by the SEAFIC. The President's expenses for attending FRI and state conferences are covered or reimbursed. Other officer and State Director expenses for attending FRI and other state conferences and meetings are not normally reimbursed by the SEAFIC. For more information on reimbursement eligibility, see the SEAFIC Travel Policy and SEAFIC at Fire-Rescue International Policy.

GETTING STARTED

Candidate Declaration

Candidates for SEAFIC office (2nd Vice President, International Director [and Secretary/Treasurer only if there is no Executive Director]) are required to announce their candidacy by May 1st prior to the annual conference of the election year in which they are running. That is the latest a member may declare candidacy. But unless the office sought is uncontested it is recommended to declare and campaign long before the deadline. Candidates declare by submitting a Candidate Profile, Platform and Letter of Intent to the Executive Director who shall forward it to the Elections Committee. The Elections Committee shall certify the eligibility of the candidates. Both the Profile and Platform will be featured on the SEAFIC Website. Declaring candidacy confirms intent to run and also helps the membership to be aware of the candidate's campaign.

Information Posting on the SEAFIC Website

Each candidate must provide to the Elections Committee information on their qualifications and a summary of the platform they will be running on for posting on the SEAFIC Website. These two documents comprise the candidate's Profile and Platform and they will be posted on the Website for the membership's information.

REQUIREMENTS:

1. Candidate's profile of qualifications (not to exceed 200 words).
2. Candidate's platform (not to exceed 300 words).
3. An up-to-date 4 color personal photograph in Jpeg format.

TIMELINE

1. Candidates submit Letter of Intent, Profile and Platform no later than May 1st of the election year.
2. SE AFC posts candidate's profile and platform on the website.
3. SE AFC officer elections conducted at the Annual Conference.

UTILIZING OTHER MARKETING OPPORTUNITIES

It is recommended that candidates take advantage of advertising opportunities offered through the SE AFC. Such opportunities include:

- a) EMAIL DISTRIBUTION PACKAGE – The Executive Director may electronically distribute a reasonable number of campaign mailings on behalf of the candidate. The package will also include the opportunity to have the SE AFC post two candidate campaign ads on the SE AFC website.
- b) USE OF SE AFC LOGO - All candidates for SE AFC office may use the SE AFC logo on campaign materials to show affiliation. Any use of the logo to indicate endorsement by the SE AFC however is not permitted.

Adopted by the Board of Directors on the 23rd day of January, 2010.

Amended and Adopted by the Board of Directors on this 17th day of June, 2013.

Amended and Adopted by the Board of Directors on this 5th day of January, 2016.

Lisa Moatts, Executive Director

Wallace Possich, Constitution & By-Laws Committee Chairman

