

# New England Association of Fire Chiefs a Division of the International Assoc. of Fire Chiefs.

## Job Descriptions

May 15, 2019

April 2021

May 15, 2022 minor updates

Revised and approved April 8, 2021 to align with the new by-laws of the merged Association.

### **TABLE OF CONTENTS**

All Officers	2
Executive Board	2
Board of Directors	2
President	4
First Vice President	5
Second Vice President	5
Immediate Past President	5
State Directors	6
Clerk of the Corporation	6
Association Chaplains	6
Sergeant-at-Arms	6

Auditing Committee	7
Secretary-Treasurer	7
Event Coordinator	8
Exhibits Coordinator	9
At-Will Employees	11
- Confidential Information	11
- Nondisclosure of Confidential Information	12
- Return of NEAFC Property	12

Page1

### **All Officers**

- All Officers, except the State Directors, Secretary/Treasurer, and International Director shall hold their office for one (1) year.
- The offices of President, First Vice President, and Second Vice President shall be elected at the Annual Meeting.
- The First Vice President and Second Vice President shall ascend to the next higher position upon the creation of a vacancy in a higher office; upon an affirmative vote of the Board of Directors.

### **Executive Board**

- Shall consist of the President, First Vice President, Second Vice President, Secretary/Treasurer, and Immediate Past President, and International Director.

### **Board of Directors**

- Shall consist of the six (6) State Directors and the six (6) Executive Officers.

The duties of the Board of Directors shall be:

- To hold meetings at a time and place as designated by the President.
- Recruit new members from their State, follow-up with members that are in the arrears. Report to the secretary or IAFC membership retired fire chiefs and/or deceased and other members. In addition, check to see if the retiree meets life membership requirements.
- To hold meetings called by the President and/or upon the request of the majority of the members of the Board of Directors. Special meetings must have 10 days of notice to members.
- To designate the date and place of the Annual Meeting of the Corporation.
- Forward the proposed site of the Annual Meeting to the Secretary/Treasurer sixty (60) days prior to the start of the meeting/conference.
- To transact the business of the Corporation and Association during the time intervening between the Annual Meetings.
- To fill any vacancies on the Board of Directors during the intervening time between Annual meetings, with the President's approval.
- Remove any officer, for cause, by a two-thirds vote of the total number of Directors on the Board of Directors.
- To exercise jurisdiction and authority over all standing and special committees.
- To present applicable Committee Reports at the Annual Meeting.
- To adopt the rules of the Exhibit Coordinator.

Page 2

- To interpret and apply the Constitution and By-laws.
- To supervise and control all expenditures of the Association.
- To make charitable donations, including memorial and sickness donations to members and their families; and, others, including communities who suffer losses and hardships through death, sickness, injury, conflagration, and catastrophes.
- To have authority to make a reasonable allowance for expenses incurred by the officers or its members in the transaction of business of the Association.
- To prepare a budget covering contemplated expenditures for the ensuing year; of which, the Secretary-Treasurer of the Association will be governed by.
- To have the receipts and disbursements of the Association audited by a committee at least once a year. The Audit Committee will consist of the Immediate Past President, the First Vice President, and the Second Vice President.
- To arrange, suggest, and call for topics, papers, reports, order of business, and all other subjects or business to come before the Annual Meeting.
- To have power and authority to levy an Expo registration fee and to collect from members an amount sufficient to defray expenses of the Annual Meeting, Conference, and Exposition.
- To approve the time and setting of the Annual Memorial Service as suggested by the Association Chaplains.
- To direct the Secretary/Treasurer to publish to such membership reports and papers

- as it deems necessary and important.
- To have authority and power to elect a First or Second Vice President in the event of a vacancy occurring in the office of the President and/or First Vice President in accordance with the by-laws.
- Serve on committees as the President may assign.
- Inform the Secretary/Treasurer and President of members who have retired or passed away from their state.
- Attend parties and distribute gifts for retiring Association members.
- Report on activities relating to their state at quarterly Association meetings.
- Report on Association business and activities at local and State meetings.
- Provide a quarterly report on state activities.
- Assist as needed and assigned at the Annual Exposition.
- To perform such other duties as are prescribed by the President or the Board of Directors.

Page 3

### **President**

The duties of the president shall be:

- Function as the official representative and spokesperson of the Association.
- Preside over meetings of the Association, Board of Directors, and Corporation.
- Shall call special meetings of the Board of Directors whenever it is deemed necessary, or when it is requested by a majority of the Board of Directors.
- Shall be authorized to sign papers executed by, or on behalf of, the Association; and, other documents requiring the signature of the President.
- Receive and present to the members at meetings and other events, as deemed necessary, reports of the Board of Directors, Officers, and Committees.
- Generally, perform duties pertaining to the office as required by the Constitution and By-laws of the Association and as required by the Board of Directors.
- To appoint members of the Board of Directors to committees and to act as an ex-officio member; which includes the power to vote as a member of all committees; as approved by the Board of Directors.
- To act as Chairman of the Board of Directors.
- To approve all expense allowances for members of the Board of Directors to attend meetings called to transact business of the Association.
- To oversee and direct the Sergeants-at-Arms and Chaplains in carrying out their duties for the Association.
- Submit a quarterly "President's Message" for the Association website and Facebook page.
- Serve on the negotiating team(s) for and Association contracts or agreements.
- Attempt to attend one State Chief's Association meeting in each of the New

England states during the time in office.

- Perform such other duties as may be required of the office by the members at the Annual Meeting or the Board of Directors.
- Provide the outgoing president with a gift of appreciation at the annual meeting.
- Plan or have planned a meeting in his/her home state for the BOD.
- Work with our partner groups (if any) to maintain relationships.
- Maintain communication with all appointees and board members to keep everyone aware of the Association current.

Page 4

### **First Vice President**

The duties of the First Vice President shall be:

- During the absence or disability of the President; or, in case of the President's neglect, or refusal to perform such duties; or, in the case a vacancy occurs in the office of President; the First Vice President shall perform the duties and be vested with the powers of the President.
- To assist the President in conducting meetings, business, and carrying out the policies of the Association.
- To serve a Chair of the Audit Committee.
- Serve on the negotiating team(s) for and Association contracts or agreements.
- To perform such other duties as are prescribed by the President or the Board of Directors.

### **Second Vice President**

The duties of the second vice president shall be:

- During the absence or disability of the First Vice President; or, in case of the First Vice President's neglect, or refusal to perform such duties; or, in the case a vacancy occurs in the office of the First Vice President; the Second Vice President shall perform the duties and be vested with the powers of the First Vice President.
- To assist the President and First Vice President in conducting meetings, business, and carrying out the policies of the Association.
- To address the membership needs of the Association, such as recruitment of new members and retention of existing members.
- To perform such other duties as are prescribed by the President or the Board of Directors.

### **Immediate Past President**

The duties of the immediate past president shall be:

- To assist new President in an orderly transition.
- Serve on committees as assigned by the President.
- Complete any ongoing or unfinished projects as the President deems necessary.
- Represent the New England Association and/or President as directed.
- To perform such other duties as are prescribed by the President or the Board of Directors.

Page 5

### **State Directors**

The duties of the State Directors shall be:

- State Directors (one (1) representative from each New England state) shall represent the Association at Board of Directors' meetings and shall carry out the directives and initiatives of the Board of Directors and its members.
- State Directors will serve two (2) year terms.
- State Directors shall act as the link between the Association and their State Fire Chief Associations to assure good and meaningful communication between the groups.
- Serve on committees as the President may assign.
- Inform the Secretary/Treasurer and President of members who have retired or passed away from their state. Recruit new members and each month follow-up with members that are in the arrears.
- Attend and represent the Association at celebrations of retiring members.
- Report on activities relating to their state at quarterly Association meetings.
- Report on Association business and activities at local and State meetings.
- Provide a quarterly report on state activities.
- Assist as necessary and as assigned at the Annual Exposition.
- To perform such other duties as are prescribed by the president or the board of directors.
- Massachusetts State Director shall be the Clerk of the Corporation.

### **Clerk of the Corporation**

- Shall perform the duties required under the laws of the Commonwealth of Massachusetts with regard to Corporations.

### **Association Chaplains**

- Shall hold a Memorial Service in the memory of departed members at an appropriate time and setting as approved by the Board of Directors.
- Shall be present at meetings at the Presidents or BOD discretion to offer religious guidance and blessings.

### **Sergeant-at-Arms**

- At least one Sargent at Arms will be present at all meetings of the Association to maintain order at meetings.
- Ensure there are American Flags present in meeting rooms.
- Provide all NEAFC logo items are present at the annual meeting.
- Maintain the storage of all NEAFC equipment when not in use.

Page 6

### **Auditing Committee**

- The Auditing Committee will consist of the Immediate Past President, the First Vice President, and the Second Vice President.
- The Auditing Committee will assure that an outside Auditing Firm has **audited the books of the Association each year prior to the Annual Meeting.**

### **Secretary - Treasurer**

The duties of the Secretary-Treasurer shall be:

- To perform the duties which pertain to the office, or as may be directed by the President and/or the Board of Directors (BOD). See
- To attend all meetings of the Association and the Annual Expo and to keep full minutes of the proceedings and actions.
- Minutes of the Annual Meeting shall be printed and distributed to each member of the Corporation or posted on a website for viewing.
- Collect all monies due the Association and report data on membership and dues to the New England Association of Fire Chiefs.
- Receive any/all correspondence to any/all members of the BOD and deliver said correspondence to BOD member (s).
- To prepare a complete report of the Association's annual meeting and any other reports as may be required from time-to-time.
- To provide the Board of Directors with a written statement and true account of income and disbursements since their last meeting, and current net worth of the Association.
- To establish an agenda, with input from the President, for each meeting of the Board of Directors and the Annual Meeting.

- To submit at each meeting of the Association or BOD, a written statement of the Secretary's work since the last meeting; and, a Financial Statement for the Association.
- To post special meetings of the Board of Directors with at least 10 days' notice to the membership.
- To collect all monies, dues and fees due to the Association; and, keep an active and correct record of all monies, dues, and fees and all disbursements belonging to the Association.
- To select a bank or banks, in which funds of the Association shall be deposited, with the approval of the Board of Directors.
- To incur expenses in the name of the Association for the necessary expenses of the office of Secretary/Treasurer.
- To order gifts, send cards, and/or send donations as directed by the President and Board of Directors.

Page 7

- To sign proper warrants, checks, and papers executed on behalf of the Association, as may be required and approved by the Board of Directors.
- Shall execute a bond to the Corporation in an amount of one million (\$1,000,000) dollars, as approved by the Board of Directors, and paid for by the Corporation.
- Shall not assume and indebtedness exceeding one thousand (\$1,000) dollars without approval of the Board of Directors.
- Shall receive and answer all communications pertaining to the Corporation.
- To perform other duties as prescribed by the President and/or the Executive Board.
- The Secretary-Treasurer shall perform the duties outlined herein well and faithfully and to the best of the Secretary-Treasurer's ability and to carry out the policies and directives of the NEAFC.
- Order a gift for the outgoing President of which will be presented by the incoming President.
- Work with the IAFC membership staff on matter pertaining to membership and IAFC program staff on preparing for FRI each year. Select hotels with other Division Secretaries for FRI, select a hospitality suite to be used for networking during FRI.
- In most cases rent a car to purchase supplies for the networking room.
- Participate in Division Secretaries Zoom meetings and attend meeting in person during FRI and once annually at headquarters.
- Duties during FRI include working the IAFC membership booth and attendee registration.

### **Secretary/Treasurer/Event Coordinator**

The duties of the Event Coordinator shall be:



## **General Requirements**

- ♣ Coordination: The Event coordinator provides the links between the Board of Directors, contractors, vendors, event and venue staff.
- ♣ Communication: Event coordinator talks to clients, listening to their needs and presenting ideas and solutions to their requirements. They also work with suppliers, contractors, employees, wait staff and many other parties at the same time. Customer service and interpersonal skills are required.
- ♣ Calm Under Pressure: Many things can go wrong during an event, and something eventually will. Event coordinator needs to remain calm during crisis and the high pressure of an event in progress.
- ♣ Computer Skills: Modern event planners rely on computers to communicate, plan, budget and organize their events.
- ♣ Negotiation Skills: Event coordinator will need negotiation skills to work out prices with clients and contractors.
- ♣ Organization: Many things happen all at once at meetings. The event coordinator needs to stay focused and organized so that the event goes off without a hitch.
- ♣ Problem-Solving Skills: Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required.

## **Duties and responsibilities of an Event Coordinator Continued**

- Organizing the complete event from scratch
- Planning the whole event with the client
- Implementing the budget and making sure the costs do not exceed it
- Delegate duties to respective individuals according to their capabilities
- Coordinate with all the departments involved in the organization of the event
- Check and coordinate the inventory with the Sergeants-at-Arms before the event
- Make sure everything is in order before the promotion of the event
- Ensure all marketing posters and advertisements are free of errors and posted at the right time
- Make sure all the concerned people are present at the event
- The Event Coordinator shall perform the duties outlined herein well

and faithfully and to the best of the Event Coordinator's ability and to carry out the policies and directives of the Board.

### **Secretary/Treasurer Exhibits Coordinator**

The duties of the Exhibit Coordinator shall be:

Planning for the expo begins at the prior/current year expo for the following year. Vendors are issued a pre- registration form with the vendor packet issued to them each year. Planning for the next year expo begins here. Announce next year's Expo location and booth prices for the following year.

#### **June-September 15-**

- Process vendor preregistration forms, invoice vendors and assign booth spaces. Vendors have until September 15 to secure their space from the previous year. When moving to a new Expo location use the Booth Space Selection Process.
- All vendors are required to provide prior to April 15 a completed contract, registration form, completed payment and certificate of insurance naming the NEAFC as an additional insured.
- After September 15 all spaces are open for vendors who requested a move or new vendors requesting a space.
- Work with Board to make any revisions to rules and regulations that may need to be made based on issues from the previous year.
- Update contract, registration form and vendor price list.
- Attend fall board meeting and give a report that includes any rules and regulations changes needed and the number of preregistrations processed.
- Schedule and run the fall vendors forum if the board requests.
- Answerer emails and phone calls as they come in. ***This is a yearlong process.***
- Massachusetts records retention requires three years records. All records outside of 3 years may be destroyed through a shredding company or saved on computer documents.

#### **September 15 to March-**

- Attend board meetings and give updated reports on vendors registered and receipts received.
- Once all spaces are sold remove registration form from web site and replace with wait list registration form.
- March 15-re-invoice vendors who are not paid in full. Vendors have until April 15 to be paid in full. Vendors who have not paid by then are subject to the loss of their deposit and space, or a 200.00 late fee.
- Email out documents to the registered vendors for save the date flyers, room block opening reminder (April15) and Exhibitor Service Manual.
- Answerer emails and phone calls as they come in.

**April 15-June Expo start-**

- Fill any open spaces from the wait list.
- Work to resolve any issues that arise before the expo start.
- Prepare vendor packet materials-pre-registration form for next year, any rules change notice and vendor materials to be given out from the board.
- Develop Vehicle Line Up List
- Schedule and run a spring vendor forum if the board requests.
- Answerer emails and phone calls as they come in.
- Provide vendor list to registration for badging of vendors. 3 badges issued per booth space rented.
- Process payments by mobile banking daily/weekly or in person at the bank.

**Expo week-**

- Arrive at expo site and set up office, complete final vendor packet materials and stuff packets if not already completed. Packet includes coming year pricelist, preregistration form and pocket guide plus any additional items the board may choose to add.
- Thursday-Vendor set up. Have vendor packets ready and handle any booth issues that arise. Assist with vehicle move in.
- Friday-Office is open to handle any vendor issues, answer any attendee questions and receive any vendor preregistration forms. Night time-attend vendor hospitality programs and answer any questions or concerns they have regarding the expo.
- Saturday- Office is open to handle any vendor issues, answer any attendee questions and receive any vendor preregistration forms. At the close of the expo assist with vendor move out, vehicle move out and pack up office. Start thinking about plans for next year.

- The Exhibits Coordinator shall perform the duties outlined herein well and faithfully and to the best of the Exhibits Coordinator’s ability and to carry out the policies and directives of the Board.

**Items to bring to the conference:**

1.	[	]	Laptop Computer
2.	[	]	Printer and Paper
3.	[	]	Spare Ink Cartridges
4.	[	]	Crate with Vendor Files
5.	[	]	Floor Plans
6.	[	]	Vehicle Placards and Clipboards
7.	[	]	Extra Contracts and Registration Forms
8.	[	]	Booth Number Lists

9.	[	]	NEAFC Cell Phone
10.	[	]	Work Assignment List
11.	[	]	Yellow Pads
12.	[	]	Blank White Paper
13.	[	]	Preregistration Forms
14.	[	]	Booth Location Map handouts
15.	[	]	Tote with Pens, paper clips, etc.
16.	[	]	Class A Uniform if needed

***Approved by the Board of Directors, April 8, 2021.***