



Position Descriptions for the Board of Directors of the EDIAFC

In order to hold any position on the Board of Directors of Eastern Division of the International Association of Fire Chiefs (EDIAFC), a member must have served as a chief officer, be a current dues paying member of the IAFC and meet the requirements as set for the position by the Constitution and By-Laws of the EDIAFC.

The President shall:

- 1) Preside at all meetings of the general membership and the Board of Directors including conference calls.
- 2) Represent the organization at events and affairs as necessary or beneficial to the organization.
- 3) Appoint all committees and assignments necessary to conduct the affairs of the division.
- 4) Shall be an ex-officio member of all committees appointed.
- 5) May call special meetings when deemed necessary.

The First Vice-President shall:

- 1) In the absence of the President, assumes the duties of that office.
- 2) Perform such other duties assigned by the President.

The Second Vice-President shall:

- 1) In the absence of the President and First Vice-President, assume the duties of the President.
- 2) Perform such other duties assigned by the President.

The Secretary/Treasurer shall:

- 1) Prepare and archive the minutes of all regular and special meetings and conference calls.
- 2) Process and file all division correspondence.
- 3) Receives and deposit all moneys paid to the division.
- 4) Process all accounts payable as properly billed or invoiced to the EDIAFC.
- 5) Prepare written financial statements as required by the Board of Directors.
- 6) Prepare the annual operating budget along with comparative financial reports for review and approval by the Board of Directors.
- 7) Serves as the main point of contact for routine affairs of the EDIAFC
- 8) File all necessary tax forms.
- 9) Maintain all membership records
- 10.) Assure regular updates are completed to EDIAFC website.

International Director:

- 1.) Serve as the EDIAFC's liaison to the IAFC.
- 2.) Present the position of the EDIAFC at the IAFC Board of Directors meetings or in other forums as necessary.
- 3.) Report on IAFC issues of importance to the EDIAFC Board of Directors.
- 4.) Attend and participate as a voting member at all EDIAFC regular, special meetings and conference calls.

State Directors:

Each of State Directors shall be nominated and selected though the method as memorialized by their respective state. In lieu of a state instituted method, the selection process as stipulated within the EDIAFC Constitution and By-Laws will be utilized.

State Directors shall:

- 1.) Attend all EDIAFC Board of Directors meetings and participate in conference calls.
- 2.) Report notable items of interest to the EDIAFC.
- 3.) Actively recruit new members for the IAFC.
- 4.) Actively follow up on members who have let their memberships in the IAFC lapse.
- 5) Assist as required in promoting the business of, and/or performing the work of the EDIAFC and the IAFC.