

Southwestern Division of the International Association of Fire Chiefs



Duties Of Division Officers

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I. PRESIDENT

- A. Presides over all meetings of Executive Board.
- B. Presides over Annual Conference.
- C. Appoints committees.
- D. Performs all other duties incidental to his Office or such requirements as directed by the Annual Conference to the Executive Board.

II. FIRST VICE-PRESIDENT

- A. Shall assist the President in every way possible.
- B. In the absence or inability of the President, shall perform all the duties of President.
- C. Will assume the duties of President should a vacancy occur.
- D. Shall be the Program Planning Chairman for the Annual Conference.

III. SECOND VICE-PRESIDENT

- A. Assists the President and First Vice-President in conducting the business of the Division.
- B. In the absence or inability of the President and First Vice-President shall assume all duties of the President.
- C. Shall be the Chairman of the Membership Activities of the Association.

IV. SECRETARY-TREASURER

- A. Shall keep the records for the Division.
- B. Shall keep records of the monies belonging to the Division and bank same in bank accounts separate from his personal accounts, with said accounts in the name of the Division.
- C. Shall provide a list of all Division members to the State Vice-Presidents.
- D. Shall submit to the President of the Division a complete list of all members in all respective states.
- E. Shall present his books to the Auditing Committee immediately after the Auditing Committee is appointed at the Annual Conference.
- F. Shall keep a complete and detailed report of all expenditures of his office.
- G. Shall, upon vacating his office, turn over all monies, books, records, equipment, and supplies of his office to the President upon demand of the President of the Board.
- H. Shall file the required Corporate Reports to the State of Incorporation if he is the Corporate Registered Agent. If not, he shall provide the information for filing the required Corporate Reports to the Corporation's Registered Agent.
- I. Shall maintain the office of the Division in the city in which he lives.

V. DIRECTOR

- A. Shall be the official Director of the International Association of Fire Chiefs.
- B. Shall make written reports of all information pertaining to the IAFC Directors Meeting to the Division Executive Board. The information shall be presented to the membership at the Annual Conference. This information is to be a complete copy and shall be made a permanent record of the Secretary-Treasurers office.

VI. IMMEDIATE PAST PRESIDENT

- A. Shall be the Parliamentarian.
- B. Shall give the Rules of Procedure as defined by the Constitution and By-Laws on all points referred to him.

VII. STATE VICE-PRESIDENT

- A. Shall serve as Ambassadors of Good Will.
- B. Shall assist the Second Vice-President and the Secretary-Treasurer in obtaining Members and Associate Members.
- C. Shall keep the Executive Board advised as to the desires of the membership.
- D. Shall act as liaison between various State Associations and the Division.
- E. Shall record the names of deceased Fire Chiefs and provide a list of those names to the President prior to the Annual Conference.
- F. Shall track events and happenings impacting the fire service in their state and make a report of those events and happenings at the Annual Conference.