

ISFSI BOARD OF DIRECTORS

GENERAL DUTIES AND RESPONSIBILITIES

President

The President is elected for a one (1) year term at the Board of Directors meeting immediately following the annual conference.

General Duties and Responsibilities

1. Preside over all meetings of the Society
2. Carry out the provisions of the Constitution and By-laws
3. Appoint all committees and committee chairpersons
4. Appoint all members representing ISFSI on OSFM advisory committees
5. Call regular and special meetings of the Society
6. Represent or provide for representation of the Society before the following organizations:
 - Illinois Fire Services Association
 - OSFM Advisory Board

Vice President

The Vice President is elected for a one (1) year term at the Board of Directors meeting immediately following the annual conference.

General Duties and Responsibilities

1. Serve as acting President at meetings and functions of the Society for which the President is absent
2. Serve as Sergeant-at-Arms during all Society meetings
3. Serve as the liaison between the Board of Directors and Society members serving on OSFM advisory committees
4. Serve as chairperson of the By-laws committee
5. Direct the preparation of an annual audit of the Society's financial records

Secretary

The Secretary is elected for a one (1) year term at the Board of Directors meeting immediately following the annual conference.

General Duties and Responsibilities

1. Call the roll at all meetings
2. Maintain the membership roster and mailing list of the Society
3. Record the minutes of all meetings
4. Receive all general correspondence
5. Coordinate the media/PIO and public relations activities of the Society

Treasurer

The Secretary is elected for a one (1) year term at the Board of Directors meeting immediately following the annual conference.

General Duties and Responsibilities

1. Receive and record all dues, receipts and moneys paid to the Society
2. Pay the bills of the Society in a timely manner
3. Maintain the Society's bank account(s)
4. Keep all financial records
5. Prepare quarterly and annual financial records
6. Prepare financial records for audit purposes
7. Prepare an annual budget for Board approval
8. Coordinate merchandise sales

Member Services

The President shall assign one member of the Board of Directors to coordinate the member services functions of the Society.

General Duties and Responsibilities

1. Coordinate with the Treasurer the Society's membership roster
2. Coordinate the representation of the Society at state level conferences and meetings
3. Coordinate recruitment activities
4. Coordinate the provision of the various member services of the Society
5. Oversee the technology committee and the Society's web page

Board of Directors

General Duties and Responsibilities

1. Attend each scheduled Board of Directors meeting
2. Coordinate and/or direct specific activities as assigned by the President
3. Assist with the Annual Conference
4. Prepare a minimum of one (1) article for each issue of the newsletter

Committees

By-laws

Meet as directed by the Board of Directors to review and recommend potential changes or additions to the Constitution or By-laws

Conference

Plan and conduct the annual Society conference

Education

Conduct an annual needs assessment of Society members
Plan and develop education seminars and symposiums
Plan, develop, and conduct Instructor I, II, III, and TPM courses as well as various workshops

Nominations and Elections

Solicit candidates for elections
Ensure the mailing and receipt of ballots in accordance with the By-laws

Advisory Committees

Attend scheduled advisory committee meetings
Report to the Vice President on a quarterly basis regarding the progress and status of each committee

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