

Board Officer Position Descriptions and Duties

President

Facilitate meetings

Liase with community and other organizations in coordination with fire chief

Present annual updates to the Inyo County board of supervisors

Participate in fundraising activities

Act as chair of fundraising committee(?)

Set meeting agendas

Responsible for driving the hiring process for fire chief and admin positions, board makes the decision, chair coordinates with chief and/or admin if available

Vice President

Facilitate meetings in the absence of the board president

Participate in fundraising activities

Act as chair of the planning committee(?)

Secretary

Responsible for board meeting minutes

(If Admin is not available, Secretary will take notes and produce meeting minutes. If Admin is available

Secretary is responsible for review and revision of the meeting minutes produced by the Admin.)

Create and maintain a calendar for regular review of documents such as policies and procedures.

Treasurer

Review financial statements thoroughly, including the registers

Chair the budget committee