

Oregon Volunteer Firefighters Association Policies

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OATH OF OFFICE

I, _____, do hereby solemnly promise to uphold the
Constitution of the United States of America, the State of Oregon, and the
Constitution and By-Laws of the Oregon Volunteer Firefighters Association.
During my term of office, strive to increase the proficiency of the fire service;
To reduce the loss of life and property by fire; and
Strengthen the quality of the fire service.
So help me God.

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ELIGIBILITY, NOMINATIONS, CAMPAIGNS, ELECTIONS AND VOTING

Eligibility Requirements

To be eligible for office the candidate must be a member of a member department.

Nomination/Eligibility Committee

An eligibility committee will be established and comprised of the:

- Association Secretary/Treasurer
- One (1) Director
- One (1) member at large

This committee will follow the established criteria from the application and Article V of the constitution.

The committee shall present a slate of candidates to the membership:

1. Minimum of one name for President; one (1) year term
2. Minimum of one name for 1st Vice President; one (1) year term
3. Minimum of one name for 2nd Vice President; one (1) year term
4. Minimum of one name for Director; two (2) year term
(To apply only on an out-going year)
5. Minimum of one name for Secretary/Treasurer; two (2) year term
(To apply only on an out-going year)

Members may present nominations of candidates from the floor during the conference. Each candidate must be present at the time of nomination and voting. The chair of the Nomination Committee will call for floor nominations upon three (3) occasions before the closing of nominations and voting.

Each candidate will be allowed to give a brief speech prior to nominations being closed and is expected to give a brief speech not to exceed three (3) minutes prior to the election.

Any candidate who desires to withdraw their name may do so, but will not make any address to the conference.

For any office for which there is only one candidate at the time nominations are closed, the presiding officer shall call for a motion of a unanimous ballot to be cast for the candidate and declare that candidate elected.

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Policy 2 continued

Campaigns

Election campaigns are expected to be conducted in an ethical manner.

Any questions concerning ethics of the campaign are to be referred to the Nominations Committee, who shall investigate the charges and announce its decision and ruling to the conference assembled.

Executive Board members shall not endorse candidates or wear campaign material endorsing any particular candidate.

Elections

Refer to Article V of the Constitution.

Voting

Voting shall be by secret ballot prepared by the Secretary/Treasurer. Ballots shall be prepared in advance of elections.

All Executive Board members shall be entitled to one (1) vote each.

A delegate representing the Past Presidents shall be entitled to one (1) vote for their group.

Only those Delegates pre-approved by the Credentials Committee prior to voting will receive a ballot.

Ballots will be distributed, picked up and counted by the Nomination Committee, who shall deliver results to the Presiding Officer.

The Secretary/Treasurer shall preserve all ballots until the close of the conference, in the event a recount is required. After such time the ballots shall be destroyed.

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EXECUTIVE BOARD COMMITTEE APPOINTMENTS

The President, as specified in the Constitution and By-Laws, will make committee appointments. The Executive Board will make recommendations to the President for persons to serve on these committees and appointments will be made at the first Executive Board meeting held after the annual Conference.

In order to be eligible to receive an appointment to a committee, the person(s) must be an Active, Associate or Sustaining Member, in good standing with the OVFA.

Refer to committee appointment worksheet for actual committee assignments.

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RESOLUTIONS

All active members of the OVFA or any fire association are invited to present resolutions to the OVFA Conference.

1. All known Resolutions should be submitted to the Secretary/Treasurer of the OVFA 30 days prior to any Conference at which such resolutions will be acted upon. A cover letter should be sent to the Secretary/Treasurer telling if resolution is to be acted on at the Conference, or if just informational to the Association. Any other Association that submits a resolution shall be responsible for seeing that a representative of their Association is in attendance at the Conference, unless the resolution is self-explanatory.
2. All resolutions must be typewritten on 8 ½ by 11” paper and signed by the person or group proposing the resolution.
3. The Secretary/Treasurer of the OVFA will then mail all resolutions to the Resolutions Committee of the OVFA for it’s handling within 15 days prior to the Conference.
4. Emergency or other resolutions shall be submitted to the Chairman of the Resolutions Committee or the Secretary/Treasurer of the OVFA by noon of the first full day of the Conference.

Emergency Resolutions

Emergency resolutions are those that develop and require OVFA action after the normal 30-day deadline. Appeals to this process may be made to the OVFA Executive Board.

1. The Resolutions Committee may accept emergency resolutions after the closing date only if it is determined by action at the conference that the need for the resolution is required and in the best interest of the Association. The decision of the Resolutions Committee on accepting emergency resolutions may be appealed to the Executive Board.
2. After resolutions are received and reviewed by the Resolutions Committee prior to the first day of the conference they will be read to the Body and posted for view. On the final day of the Conference Business Session they will be read, discussion accepted, and action taken by the body.

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PROPOSED CONSTITUTION AND BYLAW CHANGES

Constitution and Bylaw Committee

A Constitution and Bylaw Committee shall be convened at the request of the President to review and make proposed changes to the OVFA Constitution.

The proposed changes will be distributed no less than 90 days prior to the Annual Conference according to Article X of the Constitution and Bylaws.

This Committee will select a representative to present the proposed Constitutional changes at the Annual Conference.

Any further clarification may be referred back to the Constitution and Bylaw Committee for further investigation and re-submission.

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COMMITMENT OF OVFA FUNDS

Expenses for the Committees, Subcommittees, Special Committees, and/or Task Forces will not be paid without prior approval of the Executive Board.

No persons shall incur any expense or indebtedness of any kind in the name of the Association without the authority of the President except the Secretary/Treasurer for the necessary expenses of the office. In no case shall such expenditures, other than postage and printing costs, exceed \$150.00 without prior approval by the President.

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MEAL AND TRAVEL REIMBURSEMENT

The President may authorize the expenditure of funds for guests who are in attendance at meetings at which meals are served.

Executive Board members are expected to use discretion when ordering meals to be paid for with OVFA funds and to strive not to exceed \$25.00 per day.

Reimbursement for meals, travel expenses and other related expenses would only be paid when a corresponding receipt(s) is/are submitted.

Travel reimbursement will be according to the mileage reimbursement fee schedule submitted by the Secretary/Treasurer each year.

Only with the prior approval of the President or their designee, persons who are representing the OVFA at certain meetings, conferences or functions may have their expenses paid. Whenever possible a proposed budget of these expenses will be presented.

The president may allow a specified amount to be spent in lieu of a proposed budget.

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ENDORSEMENT OF CANDIDATES FOR PUBLIC OFFICE

The Executive Board may entertain recommendations from the membership to go on record as endorsing candidates for regional and national office. A two-thirds majority of the Executive Board will be required for candidate endorsement.

The Executive Board may offer a letter of appreciation to a particular candidate without endorsing them by a simple majority vote.

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CERTIFICATE OF APPRECIATION

It shall be the policy of the OVFA to present a certificate and/or plaque of Appreciation to any member retiring in good standing from the Executive Board, who has served a minimum of two (2) years on the board. This Certificate is to be awarded at the annual Conference.

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DUTIES OF THE PRESIDENT

In addition to the duties of the President specified in the Constitution and Bylaws or by specific policies, the President or his designee shall be responsible for the following:

1. Sign all Resolutions, Policies, and other official correspondence as deemed necessary.
2. Appoint committees using the following criteria where possible:
 - a) Instruct committee chairperson in writing of the objectives they are to achieve.
 - b) Confirm, in writing, all committee appointments.
 - c) Set timelines for results or culmination of committee's length.
3. Work with the Secretary/Treasurer in preparing meeting agendas.
4. Sign and date all new policies.
5. Field suggestions, coordinate and disseminate information.
6. Increase awareness of volunteer issues.
7. Develop a calendar for meetings.
8. Authorize expenses for persons representing OVFA.
9. Authorize persons to speak on behalf of/or represent OVFA.
10. Work with contracted Administrative Services.
11. Develop a master plan set forth by the Executive Board for Legislative Issues.
12. Direct the Executive Board to evaluate and work with a Governmental Affairs Representative to outline a legislative agenda.

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DUTIES OF THE FIRST VICE-PRESIDENT

In addition to the duties and responsibilities of the First Vice-President that are covered by the Constitution and By-Laws, or specific policies, the First Vice-President shall be responsible for the following:

1. Serve as ex-officio member of any standing or special committees as directed by the President.
2. Shall contact, at least every two months, the chairperson of each committee for a report of the actions, problems and progress of their respective committees.
3. Assist the President in the general oversight of the Association.

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DUTIES OF THE SECOND VICE-PRESIDENT

In addition to the duties and responsibilities of the Second Vice-President that are covered by the Constitution and By-Laws, or specific policies, the Second Vice-President shall be responsible for the following:

1. Serve on any special committees the President may indicate.

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DUTIES OF THE IMMEDIATE PAST PRESIDENT

In addition to the duties and responsibilities of the Past President that are covered by the Constitution and By-Laws, or by specific policies, the Past President shall be responsible for the following:

1. Serve and function on Association committees when requested.
2. Give reports regarding Association business whenever such reports are called for.
3. Help promote programs that are in the interest of the Association.
4. Coordinate Past Presidents dinner at annual conference.
5. Serve as Fire Fighter of the Year Selection Committee Chairperson. To include time line mailings, application and selection process.
6. Serve as Life Time Achievement Selection Committee Chairperson. To include time line mailings, application and selection process.
7. Assist the Secretary/Treasurer and Administrative staff in maintaining a current list of OVFA Past Presidents.
8. Work with the Secretary/Treasurer and one Director to record the history of the OVFA. The original files will be kept at an agreed location.

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DUTIES OF THE SECRETARY/TREASURER

In addition to the duties and responsibilities of the Secretary/Treasurer that are covered by the Constitution and By-Laws, or by specific policies, the Secretary/Treasurer shall be responsible for the following:

1. Ascertain that all signature cards and bank forms have been properly handled.
2. Work with the 1st Vice President in arranging accommodations for meeting rooms, lodging for Executive Board, Administrative Staff and other guests that will be attending meetings, and the OVFA conference.
3. Present a Treasurer's Report to include current expenditures and budget for regular meetings and conference.
4. Assist administrative staff with the preparation of the Annual Budget prior to the October Executive Board meeting.
5. Assist administrative staff with the preparation of the Conference Budget.
6. Bind the official minutes of the Executive Board meetings.
7. Keep the OVFA roster current and accurate.
8. Be bonded for a minimum of \$50,000.
9. Prepare Meeting Agendas to include the following;
 - a) Request agenda items from the board.
 - b) Distribute agenda one (1) week in advance of meetings.
 - c) Agenda will indicate who will present items.
 - d) Agenda will indicate what action is necessary to dispose of each item.
 - e) Will have ready a packet to include: current correspondence, previous minutes and other documentation to bring before the board.
 - f) Following board meetings, a task list will be sent out to all board members detailing items to be completed or assigned. This will be sent out within two weeks (2) following the board meeting.

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DUTIES OF THE TWO (2) YEAR DIRECTORS

In addition to the duties and responsibilities of the Director that are covered by the Constitution and By-Laws, or by specific policies, the Director shall be responsible for the following:

1. Specific duties will be assigned to the individual directors at the first Executive Board meeting following the conference.
2. Shall attend all Executive Board meetings and actively take part in all Association business transacted by the Executive Board.
3. Shall serve and function on Association committees when requested to do so.
4. Give reports regarding Association business whenever such reports are called for.
5. Help promote programs that are in the interest of the Association.
6. Serve on the Nomination Committee as directed by the President.
7. Assist Secretary/Treasurer with elections as directed by the President.

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DUTIES OF THE CHAPLAIN

In addition to the duties and responsibilities of the Chaplain that are covered by the Constitution and By-Laws, or by specific policies, the Chaplain shall be responsible for the following:

1. Deliver invocations and guidance prayers at all meetings (attended) and conferences.
2. Serve as good will ambassador, representing OVFA to the general public.
3. Serve as a coordinator with the Host Department for the conference Memorial Service.
4. Serve as a non-voting member of the OVFA Executive Board.
5. Attend business meetings when possible.
6. Promote Chaplain programs for Volunteers and maintain involvement with the National Chaplain program.
7. Send correspondence of sympathy and support for ailing, injured or deceased members.
8. Serves as support to board members when requested.

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CONFERENCE SITE SELECTION COMMITTEE

The appointed chair of the Conference Committee, or their designee, shall recommend to the Executive Board and voting body at the last business meeting of the conference, the location of the next years annual conference. The committee shall also offer to the membership proposed selection sights for three-year approval.

Prior to conference and in conjunction with requesting Department, a set time to inspect conference site will be arraigned.

Refer to Committee Appointment worksheet for actual committee assignments

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BUDGET COMMITTEE

The Budget Committee shall review the preceding years expenses and forecast the upcoming need(s) and present a budget accordingly.

The OVFA budget cycle shall be based on a calendar year, January 1st, through December 31st.

The Budget committee shall submit a proposed budget to three (3) individuals not currently OVFA board members to recommend a budget be forwarded onto the Executive Board.

A copy of the current years budget will be distributed to each delegate at the annual conference.

The Budget Committee shall also prepare an Annual Conference Budget. This budget process shall incorporate the Host Department for the upcoming conference year and be submitted by February 28th.

Refer to Committee Appointment worksheet for actual committee assignments

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SUCCESSION TO THE CHAIR

In the event the President is not in attendance at a meeting or caucus at which it is necessary that a member of the Executive Board chair the meeting, or be the spokesperson for the Oregon delegation, the following sequence shall be followed:

- 1) 1st Vice President
- 2) 2nd Vice President
- 3) Immediate Past President
- 4) Secretary/Treasurer
- 5) Director

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CONTRACTED SERVICES

The OVFA may enter into a contract for Contracted Services. If such a contract is let, it will be attached to these policies.

Contracted Services Staff may be requested to attend certain functions and/or the Annual Conference, with all expenses to be incurred by the OVFA, for travel, lodging and meals.

Contracted Services Staff shall work with the Executive Board as deemed necessary to carry out identified tasks.

Offer insight into ways the Executive Board may be more efficient and take part in such discussions.

Attend board meetings as available, unless specifically requested by the Executive Board.

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FUND RAISING AND DONATIONS

Each year the newly elected Executive Board shall revisit this policy. Historically fundraising and donations have been distributed as listed:

- The revenue from Raffles will be distributed to the OVFA.
- The revenue from all events during Casino Night will be distributed to the OVFA.
- The revenue from the Banquet Auction will be distributed to the Oregon Burn Center Children's Fund.

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BOARD MEMBER CLOTHING ALLOWANCE

The approved Dress Uniform for Executive Board members shall be:

- Gray Slacks, Skirt, or Culottes
- White Shirt or Blouse
- Navy Blue Blazer
- For Men, a tie primarily red in color

An allowance of up to \$100.00 shall be reimbursed to board members for the purchase of the above clothing based on actual cost upon the presentation of a receipt.

The Executive board may approve additional expense for replacement of approved dress uniform.

OVFA name badges, polo shirts, hats, T shirts, sweatshirts and jackets shall be issued to new board members as soon as possible after their election to the board and replaced as necessary with no charge to the board member.

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AMBASSADOR PROGRAM

Vision Statement

Representing Those Who Volunteer

Objective

To assist the OVFA Executive Board in communicating with its membership and allied associations.

Eligibility

A Candidate must present a letter of support from their Chief stating she/he is a member in good standing of her/his member department.

Complete the OVFA Ambassador Application.

Attend annual Ambassador Workshop/Orientation.

Have the ability to travel to meet with departments.

Term

Ambassadors are appointed by the OVFA Executive Board for a term of one year.

On a yearly basis, an existing Ambassador must present a letter of support from her/his Chief stating the ambassador is a member in good standing of her/his member department.

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DUTIES OF THE AMBASSADOR

Be a spokesperson for OVFA through department visits and correspondence.

Serve as direct contact with OVFA members and other allied associations in assigned region.

Recruit new members to OVFA.

Communicate with other Ambassadors.

Provide quarterly report to Regional Director or designated Executive Board Member.

Assist at identified OVFA functions and conferences.

Participate in assigned committees.

- The level of involvement will be dependent upon time, location and demand.

Guidelines

Ambassadors are representatives of the OVFA. As such, it is important to maintain a professional appearance and demeanor.

Attire:

When possible dark pants (slacks/jeans) and an official OVFA shirt should be worn.

Public Presentations:

- Be adequately prepared, you may be asked to speak in front of groups on behalf of OVFA. Some main areas to focus on in preparation are listed below. Tailor it to meet your style:
 - ✓ Know the Mission and History of the OVFA
 - ✓ Explain current benefits of OVFA Membership
 - ✓ Describe the goals of the OVFA
 - ✓ Pass on information regarding legislative issues and emergency services

An Ambassador does not have the authority to make commitments on behalf of the OVFA Executive Board.

At times you may be asked questions to which you do not have answers. Be honest, tell the person you don't know, but will speak to the appropriate Executive Board Member and get back them within a specified timeline.

Oregon Volunteer Firefighters Association

Policies

Duties of the Ambassador *continued*

Merchandise

A container of OVFA merchandise (shirts, hats, window stickers, etc.) will be provided to you. Use your best discretion when distributing merchandise at department visits. When a sale or donation is made a receipt must be generated with the item name and amount charged/donated.

Quality Assurance

A follow up "Contact Card" will be given to the host department to complete and return to the OVFA office for tracking purposes.

Benefits/Reimbursement

1. Conference registration may be waived (lodging not included) for those Ambassadors or Regional Ambassador Directors who earn more than 25 points in the year beginning June 1 and ending May 31.

Point System Ratings:

VALUE TASK

- | | |
|---|---|
| 1 | E-mail or phone call to current or potential member department
Attend OVFA Executive Board meeting |
| 2 | Attend conference as an OVFA vendor within assigned geographic area
Attend meeting of an Allied Association within assigned geographic area. |
| 3 | Attend conference as an OVFA vendor outside of assigned geographic area
Attend meeting of an Allied Association outside of assigned geographic area. |
| 4 | Member department visit. |
| 5 | Non-Member department visit. |
2. Registration waiver for OVFA outreach classes; limited to two (2) Ambassadors per class.
 3. OVFA Ambassador shirt(s), name badges and other OVFA clothing.
 4. Expense reimbursement at set rates with approval from Regional Ambassador Director.
 - Postage, mileage, meals, motels, etc.
 5. Phone card usage for long distance calls on behalf of the OVFA.
 6. Upon completion of an Ambassador Workshop/Orientation receive:
 - One (1) each;
 - ✓ OVFA T shirt (gray or blue)
 - ✓ Hat
 - ✓ Sweatshirt
 - ✓ Blue Ambassador polo shirt.

Ambassador Chain of Command

1. OVFA Executive Board
2. Designated Executive Board Member
3. Regional Ambassador Director

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OREGON VOLUNTEER FIREFIGHTERS ASSOCIATION						
<i>Representing Those Who Volunteer</i>						
<u>DEPARTMENT VISIT SURVEY CARD</u>						
Please fill in and mail to the OVFA.						
Your comments will assist us to represent you more efficiently.						
<u>Base your comments on a scale of 1-5 with 5 being the highest.</u>						
Was the representative knowledgeable?	1	2	3	4	5	
Was the information clearly explained?	1	2	3	4	5	
Were all of your questions answered?	1	2	3	4	5	
If not, what information would you require? _____						
Has an OVFA representative visited your agency before?					Yes	No
Agency Name _____						
OVFA representative _____ Date _____						

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If not, what information would you require? _____						
Has an OVFA representative visited your agency before?					Yes	No
Agency Name _____						
OVFA representative _____ Date _____						

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REGIONAL AMBASSADOR DIRECTOR DUTIES

1. Coordinate the Ambassador Program within the assigned region.
2. Communicate information between the OVFA Executive Board and the Ambassadors in their region
3. Provide quarterly report to the OVFA Executive Board of current status and activities of the Ambassadors.
4. Assist in regional planning for Ambassador visits.
5. Assist with Ambassador training as necessary.
6. Assist Ambassadors with tracking member departments in their region.
7. Attend at least one department meeting every month.
8. Call on other departments by phone, a minimum of at least three departments every month.
9. Submit a quarterly report to area coordinator detailing your visits, concerns brought up and listing the number of OVFA merchandising items distributed.

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OVFA EMERGENCY FUND CHECKING ACCOUNT

1. The account shall be maintained and kept with the OVFA Secretary/Treasurer.
2. The account shall be used only for small purchases.
3. Dollar amount expended should be no more than \$100.00 per occurrence.

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REVISION: _____

POLICY NUMBER: 25
NUMBER OF PAGES: 1
ADOPTED: 3/1/03 DRAFT:

NVFC DIRECTOR AND ALTERNATE DIRECTOR JOB DESCRIPTION

Job Description:

Represent the Oregon Volunteer Firefighters Association at all official NVFC functions and advise the OVFA of national issues.

Expectations:

Reports and meeting attendance:

- Provide a written report to the OVFA Executive Board within 30 days of any NVFC conference attended.
- If available, attend OVFA Executive Board meeting immediately following any NVFC conference attended.
- Attend OVFA Executive Board meetings quarterly.
- Advise the OVFA Board of national legislation and action that require OVFA support.
- Assist the OVFA in coordination of strategies and objectives pursuant to national issues.
 - o This may consist of forwarded e-mails, phone calls, teleconferences or assistance in drafting letters.

Correspondence:

- All correspondence the NVFC Director and/or Alternate submit on behalf of the OVFA shall be copied to the OVFA office for record keeping and maintenance of fluid communication.
- NVFC point of contact information shall be sent to the official OVFA address.
- Any official NVFC correspondence received by the NVFC Director and/or Alternate will be forwarded to the OVFA office within seven (7) days of receipt.

Nominations and Committee Appointments:

- Before accepting any nomination or committee appointment the NVFC Director and/or Alternate will to contact the President or the First Vice President of the OVFA Executive board for endorsement.

Reimbursement:

- Expenses for travel, conference registration and phone calls made on behalf of the OVFA will be reimbursed to the NVFC Director and/or Alternate per OVFA policy.

Clothing:

- Official OVFA clothing and nametags will be provided to the NVFC Director and/or Alternate free of charge.

Oregon Volunteer Firefighters Association Policies

APPROVED: _____
REVISION: _____
REVISION: _____

POLICY NUMBER: 26
NUMBER OF PAGES: 1
ADOPTED: 3/1/03 DRAFT:

USE OF OFFICIAL OVFA STATIONARY/LOGO

Use of official OVFA letterhead and/or logo shall be limited to Executive Board and administrative staff unless otherwise authorized by the President.