



## **International Association of Fire Chiefs Officer Suspension Procedures**

### **I. General**

- A. These procedures govern the actions of the International Association of Fire Chiefs (IAFC) in carrying out the terms of Article III, Section 3.B of the Constitution and Bylaws concerning suspension of officers.
- B. The purpose of these procedures is to provide a reasonable and clear process for evaluating the potential impairment of an elected Officer (the Respondent) whose ability to perform the duties of the office has been reported as a concern while affording the Respondent a full and fair opportunity to be heard throughout the process.
- C. It is the intention of the IAFC that these procedures be carried out carefully but expeditiously in order to minimize the time during which the Respondent is being evaluated.
- D. No person may participate in any proceedings following a report of concern raised under these procedures if that person is the reporter in that case, or if his or her participation would otherwise create, or appear to create, a conflict of interest.
- E. Concerns must be raised in writing and may be filed by active members, life members, or employees of the IAFC. Concerns should be reported to the Chief Executive Officer and Executive Director (CEO). Confidentiality of the concern and the individual reporting it will be maintained to the greatest extent feasible.
- F. A Standards and Ethics Committee (SEC) will be convened to undertake the inquiry and evaluation of concerns subject to these procedures. The SEC shall be composed of members of the President's Council as described further in Section III, G below.
- G. Concerns that are found by the SEC not to have been reported in good faith may subject the individual reporting the concern to a disciplinary proceeding.

### **II. Jurisdiction**

- A. The elected Officers of the IAFC are subject to this policy. This includes the President, Vice Presidents, and the Treasurer.
- B. The SEC shall retain jurisdiction over the inquiry and evaluation of a Respondent until making its recommendation to the Executive Committee (EC), ending the inquiry by choosing not to recommend suspension to the EC, or until the Respondent resigns from his or her office. The Respondent may choose to resign at any point in the proceedings.

- C. The Respondent must fully cooperate with the SEC during the inquiry and evaluation. If the Respondent does not fully cooperate, the SEC may recommend suspension of the Respondent to the EC following its review of the report of concern.

### **III. Responsibilities**

- A. The CEO shall assist the IAFC Board of Directors (BOD) and the SEC in implementing these procedures.
- B. The President shall delegate inquiry and evaluation to the SEC. The Chair of the President's Council shall appoint a subcommittee of the President's Council to function as the SEC. If a report of concern is submitted regarding the President, the First Vice President shall perform all of the functions of the President in these procedures. If the Chair of the President's Council has a relationship with the Respondent or other circumstance that creates a conflict of interest, an acting Chair will be appointed by the President in consultation with the CEO.
- C. Following an inquiry and evaluation, if the SEC recommends suspension of an officer and, if so, for what duration, the SEC shall make such recommendation to the EC, who shall vote on the proposed suspension, in the manner described in Article III, Section 3.B. of the Constitution and Bylaws. Following an investigation, if the SEC does not recommend suspension of an officer, there will be no further action taken under these procedures in response to a report of concern.
- D. If the Respondent disagrees with the recommendation of the SEC to suspend the Respondent, the Respondent may appeal to the full President's Council for a review of the recommendation prior to the transmission of the recommendation to the EC.
- E. If the EC votes to sustain the findings of the SEC and thereby recommend suspension of the Respondent to the BOD, the BOD shall vote on the proposed suspension, in the manner described in Article III, Section 3.B of the Constitution and Bylaws.
- F. The BOD is responsible for reviewing the inquiry, evaluation and recommendation, permitting the Respondent an opportunity to respond to the recommendation, and rendering a final decision on the suspension of the Respondent. The decision of the BOD is binding and final.
- G. The SEC is the agent of the IAFC primarily responsible for assisting the EC and BOD in carrying out these procedures by conducting inquiries, evaluations, reviewing the findings, making recommendations based upon the findings, and other specific duties set forth herein.
  - 1. The SEC shall consist of three or more members of the IAFC President's Council who shall be selected by the Chair of the President's Council in consultation with the President.
  - 2. The Chair of the President's Council will serve as the SEC Chair, unless the Chair of the President's Council is conflicted or otherwise chooses to delegate that role.
  - 3. SEC members shall serve until the matter assigned to them has exhausted all appeals, or until successors are chosen by the President.

### **IV. Initiation of Procedures**

- A. The CEO shall initiate proceedings within two (2) business days of receiving a report of concern, in writing, concerning an elected Officer's ability to perform the duties of his or her office.
- B. Upon receiving a report of concern the CEO must ascertain whether there is sufficient basis for the report of concern to initiate these proceedings. If the CEO cannot determine whether the alleged concern, if accepted as accurate, is sufficient to be considered an impairment to the Respondent's ability to perform the duties of his or her office, he or she shall brief the President and request that an SEC be appointed to review the report of concern and decide whether to initiate these proceedings. In that circumstance, no further action shall be taken with respect to the report of concern unless and until the SEC determines that the proceedings should commence.
  - 1. If the CEO concludes proceedings should commence, then the following shall occur:
    - a. The CEO will notify the President within two (2) business days of the report of concern, and that an inquiry and evaluation under these procedures should occur.
    - b. The SEC will be convened as provided herein.
    - c. The Chair of the SEC will (i) notify the Respondent of the reported concern and accurately summarize the issues raised, (ii) inform the Respondent that an inquiry and evaluation will be conducted, and (iii) inform the Respondent that he or she has been placed on "administrative leave, pending review," as described below, until a final decision is made, either by the Board or by the SEC, if the SEC does not recommend suspension. The Respondent shall not be given the opportunity to review the written report of concern.
    - d. The Respondent will be placed on "administrative leave, pending review" from their office until a final decision is made by either the SEC or the BOD. During administrative leave, the Respondent shall neither perform any duties nor communicate in any form on behalf of the IAFC and shall have no authority to make representations on behalf of the IAFC.
      - 1. All communications between the Respondent and the IAFC outside of the conduct of these procedures shall be conducted through an appointed liaison for the duration of the Respondent's administrative leave.
      - 2. The Respondent may not discuss any matter related to these procedures or the report of concern with other members of the IAFC, but may otherwise communicate freely with other members of the IAFC for the duration of the Respondent's administrative leave.

## **V. Inquiries and Evaluations**

- A. The SEC will be responsible for commencing the inquiry and evaluation of the Respondent.
  - 1. The Respondent shall be informed of his or her option to submit any information, including medical reports, to support his or her position that he or she has the ability to perform the duties of his or her office to the Chair of the SEC to assist in the SEC's inquiry and evaluation. Such information may be submitted in writing or in person. Any professional assistance obtained by the Respondent shall be at the Respondent's own

expense and the IAFC will not be responsible for any charges or fees arising from Respondent's response to the inquiry. No further steps in the inquiry shall be required if the Respondent offers to resign his or her position upon being informed of the report of concern.

2. The Chair of the SEC will inform the Respondent that he or she may be asked to answer questions to assist in the SEC's inquiry and evaluation. Such responses may be made in writing or in person.
  3. The SEC will meet and determine an appropriate method to conduct an inquiry and evaluation of the Respondent's ability to perform the duties of his or her office. This may include the SEC conducting the inquiry and evaluation or appointing an outside party with relevant expertise to manage the inquiry and evaluation. The method(s) of inquiry and evaluation are at the sole discretion of the SEC. The SEC has the power and latitude to require any reasonable tests and evaluations using any experts, professionals, and specialists necessary including, but not limited to, the authority to hire an independent physician to conduct a medical examination of the Respondent and provide results to the SEC, to enable it to reach a reasoned conclusion on the basis of the inquiry. The SEC recognizes that any such evaluation may be, in part, subjective, and will rely on identifiable metrics and criteria for officer duties to the extent possible.
  4. If the Respondent refuses to either provide medical certification from his or her own physician upon request or to submit to a medical examination by a physician hired by the SEC, the SEC may interpret the absence of medical results prejudicially.
- B. Legal counsel shall be engaged for all inquiries under these procedures. The attorney will report directly to the Chair of the SEC.
- C. The SEC or outside evaluator shall communicate with the individual who made a report of concern regarding the Respondent's ability to perform the duties of his or her office. The SEC will afford the Respondent an opportunity to meet with the SEC or outside evaluator in person (at his or her own expense) or by video or telephone conference. The SEC may work with the CEO in some cases and request that the IAFC pay for appropriate travel for the Respondent if, in their discretion, a face-to-face meeting is needed to complete the inquiry.
1. Should the Respondent wish to appear in person, the appearance must not delay the inquiry and must occur within the time frames established by these procedures unless the SEC determines that special circumstances warrant an extension of time by which such appearance can occur.
- D. The SEC and/or outside evaluator shall take all reasonable steps to ascertain the facts relevant to the report of concern about the Respondent's ability to perform the duties of his or her office, including, but not limited to, interviews with the individual who reported the concern, the Respondent, other individuals with pertinent information, a review of the Respondent's submission(s); and examination of all relevant documentation.
- E. The SEC and/or outside evaluator shall prepare and maintain notes of all meetings and interviews with the individual who reported the concern, the Respondent, and any other parties who provide relevant information, and may request any such person to sign a statement prepared on the basis of those notes.
- F. The Respondent shall be given seven (7) business days within which to provide information or material he or she considers relevant to the inquiry,

and to answer any specific questions asked by the SEC. The SEC may extend this period of time if the SEC determines that special circumstances warrant such an extension.

- G. Within a maximum of thirty (30) business days of the formation of the SEC, the inquiry and evaluation shall be concluded and the SEC shall vote whether to recommend suspension of the Respondent and if so, for what duration. In special circumstances, the SEC may extend the period of time for the inquiry and evaluation by an additional thirty (30) business days.

## **VI. Decisions**

- A. If the SEC does not recommend suspension of the Respondent, the SEC will inform the EC of its decision.
- B. If the SEC determines on the basis of the inquiry and evaluation that the Respondent should be suspended from office, the SEC will recommend suspension of the Respondent to the EC and will also recommend the duration of the recommended suspension.
  - 1. If the SEC votes to recommend suspension of the Respondent to the EC, the Chair of the SEC shall then notify the Respondent in writing of the decision.
  - 2. The Respondent shall have two (2) business days to request review of the recommendation of the SEC by the full President's Council.
- C. Upon receiving the recommendation of the SEC, or if the President's Council is convened and also recommends suspension of the Respondent, the recommendation of the President's Council, the EC shall vote on the question of suspension of the Respondent and the duration of such suspension in accordance with the Constitution and Bylaws.
  - 1. If the EC votes to recommend suspension of the Respondent to the BOD, the President shall then notify the Respondent in writing of the decision. The Respondent shall have ten (10) business days in which to offer a resignation before the EC recommendation is submitted to the Board for final deliberation and vote.
  - 2. The Respondent shall have the right to address the Board at its meeting, in Executive Session, and to submit written evidence, including medical reports, to the Board, in opposition to the recommendation of the EC, prior to the vote of the Board. The Respondent may be represented by legal counsel at the meeting, at the Respondent's own expense. The Respondent shall not be present for the deliberations and voting of the Board.

## **VII. Records**

A. Any written concerns and records from an inquiry and evaluation shall be deemed confidential and maintained at the headquarters of the IAFC and shall be separated from all other records of the IAFC and given secure and privileged status as confidential, proprietary business information. Access to these files and records shall be limited to the current President, Chair of the SEC, CEO, and legal counsel of the Association. A former President who served as President during an exercise of these procedures shall have access to the files and records from such proceeding. All records will be retained for three years.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**

## **IAFC President Job Description**

### **Official Duties under the IAFC Constitution and Bylaws**

- ❖ Be the official representative and spokesperson for the Association.
- ❖ Serve as the chair of the Executive Committee.
- ❖ Preside at meetings of the Association and at meetings of the Board of Directors.
- ❖ Insure that all committees, work groups, or task forces operate according to the constitution and bylaws and Association policies.
- ❖ Call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors or whenever the president determines necessary.
- ❖ Name additional committees, work groups, or task forces and appoint their chairs for the term of office to accomplish the goals and objectives of the Association.

### **Essential Functions of the IAFC President**

#### *Public Representative of the Association*

- Testify before the United States Congress on matters concerning the IAFC and speak extemporaneously when questioned in connection with such testimony.
- Represent the IAFC in meetings with the President of the United States, members of the President's Cabinet such as the Secretary of Homeland Security, and other federal and state officials; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Conduct and attend meetings with the leaders of the international fire and rescue communities; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Conduct and attend meetings with business and industry leaders; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Participate in press events as a speaker and credibly represent the IAFC in the media; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such contexts.
- Cultivate relationships with the industry as official spokesperson for the IAFC.
- Speak at the annual meeting, organizational programs, and appropriate events, and contribute to the IAFC's website, newsletter, and other communications pieces.
- Communicate an understanding of and passion for the mission, values, and work of the IAFC.

#### *Leadership of Board of Directors*

- Preside at and facilitate Board meetings.
- Work to ensure integrity of the Board's process.
- Work to ensure that every Board member carries out their roles and responsibilities in an ethical manner.

- Be the contact for Board members on Board issues.
- Work to ensure the IAFC committees communicate regularly with the Board.
- Participate in preparation of pre-meeting materials and support committee functions.
- Inspire a shared vision for the IAFC and its work.
- Build and nurture future leadership.
- Engage Board members to take ownership for the work of the Board.
- Celebrate the hard work and achievements of individual Board members and the collective Board.
- Promote outstanding Board governance practices.
- Reports Board member issues to appropriate Division or Section Presidents.

#### *Professional Duties and Relationship with Staff and Members*

- Capable and willing to build relationships and establish him or herself as a credible representative of the IAFC when dealing with members, allied associations, divisions, sections, and committees.
- Demonstrate the ability to recall and advocate for the priorities set forth by the Board.
- Cultivate a working relationship with the Chief Executive Officer.
- Oversee the hiring, monitoring, and evaluation of the Chief Executive Officer.
- Maintain a close working relationship with the IAFC Treasurer concerning fiscal affairs of the Association.
- Participate in strategic planning and program evaluation.
- Ensure legal and ethical compliance of all Board work.
- Practice fiscal and programmatic transparency.
- Uphold legal and ethical standards of conduct.
- Capable and willing to undertake extensive domestic and international air travel.

#### *Personal Qualities*

- Demonstrate strong listening skills and effective communication abilities.
- Show integrity, respect, and humility in interactions with fellow members of the IAFC, the staff of the IAFC, and the public.
- Model strategic and visionary thinking.
- Develop group facilitation skills.
- Encourage open communication and constructive debate.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**

## **IAFC First Vice President Job Description**

### **Official Duties of the First Vice President under the IAFC Constitution and Bylaws**

- ❖ In the absence or inability of the president to perform all the duties of the office, be directed to assume the duties of the president.
- ❖ Assist the president in conducting the business and policies of the Association.
- ❖ Perform such other duties as are prescribed by the Board of Directors.
- ❖ Perform such other duties as may be required by majority vote of the Association in conference assembled or by policy direction of the Board of Directors.

### **Essential Functions of the IAFC First Vice President**

- Have the ability to perform all of the Official Duties and Essential Functions of the IAFC President, listed below, if and when called upon to do so by the Board of Directors or when the President deems it appropriate under the circumstances.
- Support the President in performance of his or her Official Duties and Essential Functions.
- Ability to accept direction and guidance from the President and to demonstrate such followship for other Officers.

### **Official Duties of the President under the IAFC Constitution and Bylaws**

- ❖ Be the official representative and spokesperson for the Association.
- ❖ Serve as the chair of the Executive Committee.
- ❖ Preside at meetings of the Association and at meetings of the Board of Directors.
- ❖ Insure that all committees, work groups, or task forces operate according to the constitution and bylaws and Association policies.
- ❖ Call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors or whenever the president determines necessary.
- ❖ Name additional committees, work groups, or task forces and appoint their chairs for the term of office to accomplish the goals and objectives of the Association.

### **Essential Functions of the IAFC President**

#### *Public Representative of the Association*

- Testify before the United States Congress on matters concerning the IAFC and speak extemporaneously when questioned in connection with such testimony.

- Represent the IAFC in meetings with the President of the United States, members of the President's Cabinet such as the Secretary of Homeland Security, and other federal and state officials; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Conduct and attend meetings with the leaders of the international fire and rescue communities; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Conduct and attend meetings with business and industry leaders; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Participate in press events as a speaker and credibly represent the IAFC in the media; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such contexts.
- Cultivate relationships with the industry as official spokesperson for the IAFC.
- Speak at the annual meeting, organizational programs, and appropriate events, and contribute to the IAFC's website, newsletter, and other communications pieces.
- Communicate an understanding of and passion for the mission, values, and work of the IAFC.

#### *Leadership of Board of Directors*

- Preside at and facilitate Board meetings.
- Work to ensure integrity of the Board's process.
- Work to ensure that every Board member carries out their roles and responsibilities in an ethical manner.
- Be the contact for Board members on Board issues.
- Work to ensure the IAFC committees communicate regularly with the Board.
- Participate in preparation of pre-meeting materials and support committee functions.
- Inspire a shared vision for the IAFC and its work.
- Build and nurture future leadership.
- Engage Board members to take ownership for the work of the Board.
- Celebrate the hard work and achievements of individual Board members and the collective Board.
- Promote outstanding Board governance practices.
- Reports Board member issues to appropriate Division or Section Presidents.

#### *Professional Duties and Relationship with Staff and Members*

- Capable and willing to build relationships and establish him or herself as a credible representative of the IAFC when dealing with members, allied associations, divisions, sections, and committees.
- Demonstrate the ability to recall and advocate for the priorities set forth by the Board.
- Cultivate a working relationship with the Chief Executive Officer.
- Oversee the hiring, monitoring, and evaluation of the Chief Executive Officer.

- Maintain a close working relationship with the IAFC Treasurer concerning fiscal affairs of the Association.
- Participate in strategic planning and program evaluation.
- Ensure legal and ethical compliance of all Board work.
- Practice fiscal and programmatic transparency.
- Uphold legal and ethical standards of conduct.
- Capable and willing to undertake extensive domestic and international air travel.

*Personal Qualities*

- Demonstrate strong listening skills and effective communication abilities.
- Show integrity, respect, and humility in interactions with fellow members of the IAFC, the staff of the IAFC, and the public.
- Model strategic and visionary thinking.
- Develop group facilitation skills.
- Encourage open communication and constructive debate.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**

## **IAFC Second Vice President Job Description**

### **Official Duties of the Second Vice President under the IAFC Constitution and Bylaws**

- ❖ Assist the president and the first vice president in conducting the business and policies of the Association.
- ❖ In the absence or inability of the president and first vice president, be directed to assume all the duties and responsibilities of the president.
- ❖ Perform such other duties as are prescribed by the Board of Directors.
- ❖ Perform such other duties as may be required by majority vote of the Association in conference assembled or by policy direction of the Board of Directors.

### **Essential Functions of the IAFC Second Vice President**

- Have the ability to perform all of the Official Duties and Essential Functions of the IAFC President, listed below, if and when called upon to do so by the Board of Directors or when the President deems it appropriate under the circumstances.
- Support the President in performance of his or her Official Duties and Essential Functions.
- Ability to accept direction and guidance from the President and to demonstrate such followship for other Officers.

### **Official Duties of the President under the IAFC Constitution and Bylaws**

- ❖ Be the official representative and spokesperson for the Association.
- ❖ Serve as the chair of the Executive Committee.
- ❖ Preside at meetings of the Association and at meetings of the Board of Directors.
- ❖ Insure that all committees, work groups, or task forces operate according to the constitution and bylaws and Association policies.
- ❖ Call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors or whenever the president determines necessary.
- ❖ Name additional committees, work groups, or task forces and appoint their chairs for the term of office to accomplish the goals and objectives of the Association.

### **Essential Functions of the IAFC President**

#### *Public Representative of the Association*

- Testify before the United States Congress on matters concerning the IAFC and speak extemporaneously when questioned in connection with such testimony.

- Represent the IAFC in meetings with the President of the United States, members of the President's Cabinet such as the Secretary of Homeland Security, and other federal and state officials; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
- Conduct and attend meetings with the leaders of the international fire and rescue communities; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such meetings.
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- Participate in press events as a speaker and credibly represent the IAFC in the media; independently represent and cogently articulate the priorities of the IAFC and speak extemporaneously under questioning in such contexts.
- Cultivate relationships with the industry as official spokesperson for the IAFC.
- Speak at the annual meeting, organizational programs, and appropriate events, and contribute to the IAFC's website, newsletter, and other communications pieces.
- Communicate an understanding of and passion for the mission, values, and work of the IAFC.

#### *Leadership of Board of Directors*

- Preside at and facilitate Board meetings.
- Work to ensure integrity of the Board's process.
- Work to ensure that every Board member carries out their roles and responsibilities in an ethical manner.
- Be the contact for Board members on Board issues.
- Work to ensure the IAFC committees communicate regularly with the Board.
- Participate in preparation of pre-meeting materials and support committee functions.
- Inspire a shared vision for the IAFC and its work.
- Build and nurture future leadership.
- Engage Board members to take ownership for the work of the Board.
- Celebrate the hard work and achievements of individual Board members and the collective Board.
- Promote outstanding Board governance practices.
- Reports Board member issues to appropriate Division or Section Presidents.

#### *Professional Duties and Relationship with Staff and Members*

- Capable and willing to build relationships and establish him or herself as a credible representative of the IAFC when dealing with members, allied associations, divisions, sections, and committees.
- Demonstrate the ability to recall and advocate for the priorities set forth by the Board.
- Cultivate a working relationship with the Chief Executive Officer.
- Oversee the hiring, monitoring, and evaluation of the Chief Executive Officer.

- Maintain a close working relationship with the IAFC Treasurer concerning fiscal affairs of the Association.
- Participate in strategic planning and program evaluation.
- Ensure legal and ethical compliance of all Board work.
- Practice fiscal and programmatic transparency.
- Uphold legal and ethical standards of conduct.
- Capable and willing to undertake extensive domestic and international air travel.

*Personal Qualities*

- Demonstrate strong listening skills and effective communication abilities.
- Show integrity, respect, and humility in interactions with fellow members of the IAFC, the staff of the IAFC, and the public.
- Model strategic and visionary thinking.
- Develop group facilitation skills.
- Encourage open communication and constructive debate.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**



## **IAFC Treasurer Position Description**

The IAFC Treasurer is an elected position that provides leadership and oversight of the IAFC financial plan, policies, and investments. The Treasurer works closely with the CEO/Executive Director and the IAFC finance staff to ensure that the organization has the tools and leadership needed to remain financially viable and that adequate resources are available to meet financial requirements. Through the Treasurer's strategic financial goals, the Treasurer works with IAFC staff to assist in the preparation of the annual budget and in conjunction with the CEO/Executive Director, recommends an annual spending plan to the IAFC Board of Directors. The Treasurer presents the proposed budget to the board of directors for approval, reports periodic updates during the year on the financial status of the organization as well as other benchmarked data, such as membership count, investment performance, and revenue collected. The Treasurer leads the selection process of the financial advisor and meets with him/her periodically to assess the IAFC's investment performance.

### **Responsibilities**

Under the Treasurer's oversight, The IAFC CEO/Executive Director ensures the performance of the following:

1. Oversees the use of all assets of the Association with the advice and approval of the IAFC Board of Directors. Determine that all monies of the Association are deposited in proper accounts and, where applicable, draw the highest rate of return consistent with the greatest safety for the Association funds.
2. Determines that all funds collected and disbursed by the Association are collected, recorded, and disbursed according to generally accepted accounting principles (GAAP) and in accordance with the bylaws of the Association and policies adopted by the board of directors.
3. At a minimum, report to the annual conference on the financial condition of the Association, including a summary of all revenues, disbursements and net assets.

### **Direct Duties:**

1. Consult with the CEO/Executive Director, and/or his/her designee during budget preparation prior to consideration by the IAFC Finance Committee.
2. Present the annual budget, along with a recommendation to the IAFC Finance Committee and IAFC Board of Directors.
3. Ensure that an annual audit is performed and review the results with staff and auditors to ensure a solid understanding of strengths and deficiencies.

4. Address financial policy violations with members and make recommendations to the IAFC Finance Committee for repeat offenders.
5. Sets annual financial guidelines and works directly with IAFC section treasurers to ensure that all sections submit annual spending plans and that revenue and expenditures meet IAFC policy and practice.
6. Serve as the point of contact for the CEO/Executive Director for high-level strategic financial issues as they arise and provides recommendations on how to best address the issue.
7. Complete other duties as assigned by the President, including the CEO annual appraisal, CEO contract management, FRI Site Selection Task Force, etc.
8. Serve on the IAFC Executive/Finance Committee, and IAFC Board of Directors.

**Qualifications:**

This position must be filled by a person that is an active fire chief of an officially recognized and organized fire department and a regular IAFC member in good standing. The person must have a strong background in accounting, budgeting, finance, investments, audits, and non-profit management. At a minimum must have a Bachelor's Degree in management, finance or equivalent. A Master's Degree is preferred. Preferred individual has Executive Fire Officer and Chief Fire Officer Designation. Experience in handling at least a five (5) million dollar budget is required. The person must be able to travel throughout the year with a minimum of five (5) times often for three (3) or more days, sometimes with short notice. Must have excellent presentation skills and be able to make complex financial reports understood by those that may not understand not-for-profit financial reports.

**Appointment:**

This is a position currently elected by the IAFC membership. All candidates must meet the qualifications as outlined in this document in order to be considered for election. Terms begin January 1 every three (3) years. The appointment is made at FRI the preceding year, and the appointee shadows the sitting treasurer during the budget process; then assumes official duties upon adoption of the budget prior to January 1. This position serves a three-year term and is eligible to be elected for a second three-year term.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**

## **IAFC Treasurer Job Description**

### **Official Duties of the Treasurer under the IAFC Constitution and Bylaws**

- ❖ Be responsible for the duties and responsibilities as determined by the adopted policy of the IAFC Board of Directors

### **Essential Functions of the IAFC Treasurer, based upon the Position Description adopted December 2016**

#### *Financial Leadership Role*

- Provide leadership and oversight of the IAFC financial plan, policies, and investments.
- Serve on the IAFC Executive and Finance Committees and on the IAFC Board of Directors.
- Work closely with the CEO/Executive Director and the IAFC finance staff to ensure that the Association has the tools and leadership needed to remain financial viable and adequate resources available to meet financial requirements.
- Update the Board of Directors on the financial status of the IAFC as well as other benchmarked data such as membership count, investment performance, and revenue collected periodically.
- Lead the selection process for the IAFC's financial advisor and meet with him or her periodically to assess the IAFC's investment performance.
- Have excellent presentation skills and be able to make complex financial reports understood by those that may not understand not-for-profit financial reports.
- Capable and willing to undertake travel of three or more days, a minimum of five times throughout the year.

#### *Direct Duties*

- Work with IAFC staff to assist in the preparation of the proposed annual budget.
- Present the proposed annual budget to the IAFC Finance Committee and Board of Directors for approval.
- Recommend an annual spending plan to the Board of Directors in conjunction with the CEO/Executive Director.
- Ensure that an annual audit is performed and review the results with staff and auditors to ensure a solid understanding of strengths and deficiencies.
- Address financial policy violations with members and make recommendations to the IAFC Finance Committee for repeat offenders.
- Set annual financial guidelines and work directly with IAFC section treasurers to ensure that all sections submit annual spending plans and that such revenue and expenditures meet IAFC policy and practice.

- Serve as the point of contact for the CEO/Executive Director for high-level strategic financial issues as they arise, and provide recommendations on how to best address the issue.
- Complete all other duties assigned by the President, which are likely to include conducting the annual appraisal of the CEO/Executive Director, management of the CEO/Executive Director's employment contract, and FRI Site Selection Task Force.

*Oversight over the following Responsibilities of the CEO/Executive Director*

- Oversees the use of all assets of the Association with the advice and approval of the Board of Directors.
- Ensure that all monies of the Association are deposited in proper accounts and, where applicable, draw the highest rate of return consistent with the greatest safety for the Association funds.
- Determine that all funds collected and disbursed by the Association are collected, recorded, and disbursed according to generally accepted accounting principles and in accordance with the Constitution and Bylaws of the Association and policies adopted by the Board of Directors.
- At a minimum, report to the annual conference on the financial condition of the Association, including a summary of all revenues, disbursements and net assets.

*Qualifications*

- Active fire chief of an officially recognized and organized fire department and a regular IAFC member in good standing with Executive Fire Officer and Chief Fire Officer Designation preferred.
- Bachelor's Degree in management, finance, or equivalent at a minimum, a Master's Degree is preferred.
- Strong background in accounting, budgeting, finance, investments, audits, and non-profit management.
- Experience handling at least a five (5) million dollar budget.

**ADOPTED BY THE IAFC BOARD OF DIRECTORS: December 2017**