EMS Section
of The International Association of Fire Chiefs
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Running for IAFC EMS Section Office

Information for individuals interested in running for a position on the IAFC EMS Section Board

Prepared by

The International Association of Fire Chiefs
EMS Section Elections Committee

Running for IAFC EMS Section Election
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Message from the EMS Section Elections Committee Chair

Dear Prospective Candidate,

This information packet is intended to supply essential information about the process of running for an elected officer position on the IAFC EMS Section Board of Directors. This document was prepared so that all prospective candidates receive the same information regarding the election process and campaigning. The following offices are open for nomination/election in 2026:

Vice Chair

Secretary/Treasurer

Director-at-Large

We hope this packet clarifies the process for running and ultimately serving on the IAFC EMS Section Board of Directors.

Sincerely,

Chief Kevin Joles
EMS Section Chair

February 20, 2026

1. Am I Ready to be an EMS Section Officer?

Officer Positions and Eligibility

The following excerpts taken directly from Article III, Section 1, and Section 2, of the IAFC EMS Section Bylaws:

Section 1
Executive Committee and Directors

3.1.1 The Executive Committee, also known as Section Officers, shall consist of the chair, vice chair, secretary/treasurer, and the International Director. The term of office for Section Officers shall be for two (2) years.

3.1.2 Board of Directors – The Board of Directors shall consist of the Executive Committee, immediate past chair, and two members at-large. The term of office for At-Large members shall be for two (2) years.

Section 2
Eligibility and Directors

3.2.1 Any member of the Section seeking election to the Executive Committee of the Section shall be a regular member in good standing of both the Association and the EMS Section, and meet the requirements of the IAFC Bylaws, Article II, Section 3, subsection (b). However, candidates for the office of Chair must have been elected to the Executive Committee for at least one year.

3.2.2 Any member of the Section seeking election to the Board of Directors of the Section shall be a regular member in good standing of both the Association and the EMS Section.

Candidates seeking the office of Vice Chair should be aware that their commitment as an officer includes the potential of serving as the Chair in the event of an absence of the Chair. This would also include an additional two-year commitment as the Immediate Past Chair.

Current and past elected officers recommend that candidates possess a true passion for the IAFC and for representing fire service-based EMS. Although it is not a prerequisite, it is recommended that candidates be involved in the association and section for at least five years before they consider running. This is beneficial because it ensures candidates are updated on current issues within the fire and EMS service and are informed about IAFC involvement in these issues.

Estimated Time Commitments

Campaigning
Most campaigning takes place between 45 days and 90 days prior to the Section's annual meeting at Fire-Rescue International. The time required for campaigning is up to each individual candidate.

Serving as an Officer
Current and past elected officers spend time away from their jobs traveling on behalf of the IAFC for varying amounts of time. Time away depends often on the position with most officers averaging two to five hours per week. By far, the most demanding position is the Chair, and it requires the most travel and time away from their job. Time away depends on current issues addressed by the IAFC and the EMS Section, as well as the Chair's own vision of the organization.

Meetings
EMS Section Board of Directors members attend numerous meetings throughout the year, including, but not limited to the Section's annual meeting at Fire-Rescue International, Fire-Rescue-Med, and other Division, Section, and liaison meetings as may be necessary.

Duties as an EMS Section Officer

The following is taken from the EMS Section Bylaws:

Article IV - Duties of the Officers

The duties of the officers are as follows:

Section 1
Chair - The Chair shall:

4.1.1 Be the official representative and spokesperson of the EMS Section
4.1.2 Serve as the chair of the Executive Committee and Board of Directors
4.1.3 Preside at the meetings of the EMS Section and at the meetings of the Executive Committee and Board of Directors
4.1.4 Appoint committees as deemed necessary to conduct the business of the EMS Section
4.1.5 Call special meetings of the Executive Committee as deemed necessary to accomplish the business of the EMS Section
4.1.6 Submit annual work program and annual budget for IAFC Board of Directors approval.
4.1.7 Be elected for a two-year term in the odd-numbered years.
4.1.8 Serve as an ex-officio member of all committees with the exception of the Elections Committee.

Section 2

Vice Chair - The Vice Chair shall:

4.2.1 Assume the duties of the chair in the absence of/or inability of the chair to perform the duties of the chair

4.2.2 Assist the chair in conducting the business and policies of the EMS Section,

4.2.3 Be responsible for maintaining and recruiting membership, and

4.2.4 Perform such other duties as prescribed by the Executive Committee of the EMS Section.

4.2.5 Be elected for a two-year term in the even-numbered years.

Section 3

Secretary/Treasurer - The Secretary/Treasurer shall:

4.3.1 Record the minutes of the EMS Section and Executive Committee meetings

4.3.2 Distribute the minutes in a timely fashion to the members of the EMS Section and to the IAFC Headquarters

4.3.3 Prepare reports or documents as directed by the membership or Executive Committee, or Board of Directors

4.3.4 Ensure communication of EMS Section activities and important EMS information to all members.

4.3.5 Account for the monies of the EMS Section that are collected, deposited, and disbursed

4.3.6 Report to the EMS Section members on the financial condition of the EMS Section

4.3.7 Develop an annual budget, for both the EMS Section and Annual Conference

4.3.8 Be elected for a two-year term in the even-numbered years

Section 4

At-Large Members – At-Large Members shall:

4.4.1 Represent the EMS Section members on the Board of Directors and

4.4.2 Represent the EMS Section to other groups and organizations as assigned by the Executive Committee.

4.4.3 One member shall be elected for a two-year term in even-numbered years and one member shall be elected for a two-year term in odd-numbered years.

Section 5

International Director - The International Director shall:

4.5.1 Be appointed by the EMS Section Board of Directors and subject to the ratification by the EMS Section membership at the next regular EMS Section meeting

4.5.2 Represent the EMS Section at the meetings of the IAFC Board of Directors

4.5.3 Report the action of the IAFC Board of Directors to the EMS Section Board of Directors

4.5.4 Present the EMS Section's report at each of the IAFC Board of Directors Meetings
4.5.5 Take direction from the EMS Section Board of Directors
4.5.6 Be responsible to the EMS Section Board of Directors
4.5.7 Perform such other duties as prescribed by the EMS Section Board of Directors
4.5.8 Understand this position is representing the fire service as a whole versus total focus on EMS issues and activities
4.5.9 The International Director's term shall be for two (2) years and is appointed in odd-numbered years

Section 6
Immediate Past Chair –The Immediate Past Chair shall:
4.6.1. Serve as a member of the Board of Directors
4.6.2. Assist the Chair in representing the Board of Directors as needed as a liaison to other organizations.

2. Getting Started

Personal Candidate Declaration

While a candidate may declare their candidacy at any time, all candidates are required to declare their candidacy no later than **March 11, 2026 at 11:59 pm (Eastern)**, by submitting a candidate platform (not to exceed 350 words), profile (not to exceed 100 words), and Letter of Intent to Seek Office to the EMS Section Elections Committee through the EMS Section Staff Liaison, Eddie Herzig. Election documents ***must*** be e-mailed to Mr. Herzig at eherzig@iafc.org**. The candidate platform and the profile must be labeled separately and cannot be combined**. Sample documents are included in this section. Both the platform and profile will be posted on the EMS Section page of the IAFC website for voters' review. Declaring candidacy confirms your intent to run and also makes the membership aware of your campaign.

Sample Documents

A sample format for the candidate's Letter of Intent to Seek Office and platform profile follow:

Letter of Intent to Seek Office - Sample

(Date)

International Association of Fire Chiefs
EMS Section Elections Committee
8251 Greensboro Dr., Ste 650
McLean, VA 22102

Dear Elections Committee Chair:

This letter shall serve as my letter of intent to run for the office of ***(insert name of office)*** of the International Association of Fire Chiefs EMS Section in the ***(insert year you are running)*** election. I would like my name to appear on the ballot as ***(insert name)***. ***Insert any other comments here.***

Sincerely,
Your Name
Department

Candidate Platform & Profile – Sample

Deputy Chief Smith
Fire Department Name
Profile
Deputy Chief Smith has 18 years in the Fire Service, 10 as Deputy Fire Chief. An International Association of Fire Chiefs member since 1995, he currently serves on the Program Planning Committee for the EMS Section and has served on the Pandemic Flu Task Force. Deputy Chief Smith is President of the Big City Metropolitan EMS Officers Association. Smith has a BA Degree in Fire Service Management, an MA Degree in education and is a graduate of the Executive Fire Officer Program.

Platform
My name is John Smith of the Big City Fire Department in Big City, Oklahoma. I have been very active in the Fire Service for over 18 years. I began my career as an EMT for the local ambulance service for 5 years before going to paramedic school and being hired by the fire department. I have been an EMS Lieutenant, an engine company captain and for the last 10 years have served as the Deputy Chief in charge of EMS for our full-time career department. My background in both EMS and the fire service is diverse. I have the ability to work with chief officers at all levels, no matter the size of their department. Communication is vital in any organization, especially the IAFC and the EMS Section. It will be my

top priority. We are the leaders of Fire Service-based EMS and if elected, I will serve with honor and be the honest voice of this great organization I am proud to serve.

As a former teacher, I know the value of “teamwork” to accomplish our goals. Teamwork will assist us in meeting the challenges of the 21st century. As members of the IAFC EMS Section, we must be the driving force behind the betterment of Fire Service-based EMS. I feel that we must work together to keep everyone informed of the various events at every level within the organization and will work diligently to represent you honestly and professionally.

We must communicate well both within our organization and outside the organization. If elected, I will keep our members informed on a timely basis of any and all events that affect Fire Service-based EMS. Technology has made it very easy to do so - we must take full advantage of all available technology systems.

Through constant contact with our members, the IAFC Board of Directors and IAFC staff, we will expand the horizons of our Section to advance our organization and fire service-based EMS into the future. I thank you for your time and ask for your vote.

Timeline of Events

The following is a schedule of deadlines imposed by current policies and the bylaws with respect to emailed ballot elections for officers and mail constitutional changes.

Schedule of dates preceding the start of FRI 2025

March 11, 2026: Candidate names, letters of intent, platforms, and profiles are due to IAFC staff by 11:59 pm (Eastern) – Any interested candidates must email this information to the EMS Section Staff Liaison (eherzig@iafc.org).

May 6: Voting opens – In the event of a contested election, all eligible EMS Section voters will be sent an electronic ballot to cast their votes.

June 10: Voting closes – All eligible EMS Section voters must cast their votes for any contested elections by this date.

August 12-14: Official results announced at FRI: The results of the election will be made public at the EMS Section business meeting during the Fire-Rescue International conference. All new and re-elected Section officers will assume their elected positions at the close of the EMS Section business meeting.

Good of the Order

For the benefit of the Section, the election process and the IAFC members, the EMS Section requests that all candidates refrain from negative campaigning and strive to keep their campaigning materials about what they have done, or propose to do, for the betterment of the Section and the Fire-based EMS Community.

3. Further Information Contacts

IAFC EMS Section Contact

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EMS Section Elections Committee Chair
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