



Florida Automatic Fire Alarm Association
Officer's Duties Definitions

President

The duties of the President shall be to preside at all meetings of the association and the Board of Directors; appoint all standing committee chairmen and other committees as authorized by the association or Board of Directors; be an ex-officio member of all committees except the Nominating Committee; and perform other duties pertaining to the office of chairman.

Vice President

The duties of the Vice-President shall be to serve as President Pro Tem in the absence of the President. In addition, the Vice-President shall be responsible for other duties as may be assigned by the President from time to time.

Secretary

The duties of the Secretary shall be to maintain and publish minutes of all meetings. In addition, the Secretary shall be responsible for other duties as may be assigned by the President from time to time.

Treasurer

The duties of the Treasurer shall be as follows:

- (a) Submit written reports at each regular meeting.
- (b) Ensure that a member of the Board, or other qualified individual approved by the Board, conduct a yearly internal audit to verify activities and the accuracy of financial records and reports, with a report to the Board and the Association; and
- (c) Perform other duties as may be assigned by the Chairman from time to time.

In addition, the Treasurer shall work with staff to facilitate the following:

- (a) Be custodian of all association funds;
- (b) Receive all monies and disburse funds only upon the sanction of the Board of Directors or the membership;
- (c) Be responsible for maintaining accurate records;
- (d) Submit books and records for audit when required;
- (e) File any and all tax forms required.

Programs Director

A program director researches, plans, develops and implements one or more of the organization's outreach program services and is responsible for the delivery and overall success of each program. A program director's responsibilities include:

- (a) Planning special programs from start to finish, including procedures, milestones and deadlines
- (b) Budgeting for program operations and monitoring each program to make sure it stays within budget
- (c) Ensuring staff members are up to date and maintaining their professional credentials
- (d) Staying informed on all updated laws and regulations, making sure all association operations are within the scope of those laws
- (e) Generating comprehensive periodic progress reports on all active programs
- (f) Overseeing the maintenance and content of the association's website and social media outlets

A program director's goal is to ensure every program is completed successfully to add the highest possible value to the organization and program participants.

Training Director

The Training Director is responsible for individual specific areas of training: (a) webinars; (b) on-site seminars; and (c) curriculum development.

- (a) Webinars includes topic selection, presenter selection, and potential sponsorship participation.
- (b) On-Site Seminars includes course selection, general geographic location, and general date scheduling.
- (c) Curriculum Development includes review of existing courses and recommendations for new courses to be reported to staff and the Executive Committee along with recommendations for curriculum developers.

Membership Director

The Membership Director is responsible for the association's membership activities.

- (a) Recruiting new members / changing prospective members into active
- (b) Maintaining contact with the National office to keep the FLAFAA membership database current
- (c) Updating member files within the association web site
- (d) Processing applications
- (e) Assisting prospective members to fulfill application requirements and collaborating with staff.