

## OFDDA POLICIES

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**EXECUTIVE BOARD** X

### DUTIES OF PRESIDENT

#### 1.0 **PURPOSE**

The purpose of this Policy is to outline Duties of President.

#### 2.0 **SCOPE**

This Policy applies to the President of the OFDDA.

#### 3.0 **GENERAL PROVISIONS**

##### 3.1 Duties of President

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

3.1.1 Sign all resolutions and determine that the intent of the resolutions has been or are being fulfilled.

3.1.2 Appoint, with approval of Executive Board, committees using following criteria where possible:

3.1.2.1 Chair should be an existing committee member.

3.1.2.2 Committee members should have an interest in their assignment and support objectives of the committee, as stated.

3.1.3 Instruct committee chair's of objectives expected of their committee.

3.1.4 Review with staff meeting agendas prior to distribution. This should be one week in advance of meetings indicating who will present items and which items require action.

3.1.5 Have staff place copies of all correspondence in files.

3.1.6 Be present 20 minutes before all Board meetings to insure that meetings are organized and start on time.

3.1.7 Represent OFDDA at all statewide meetings of fire-related organizations.

- 3.1.8 Represent OFDDA at out of state fire-related meetings.
- 3.1.9 May appoint a member of the Board of Directors to attend in-state or out of state meetings as the OFDDA representative.