

OFDDA POLICIES

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EXECUTIVE BOARD X

MEMBERSHIP COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to establish a membership committee to encourage membership in the Oregon Fire District Directors Association.

2.0 **SCOPE**

This Policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

The committee members and its Chair shall be appointed by the President of OFDDA, representing--as much as possible--different geographical areas of the state.

3.1 Duties of the Chair

- 3.1.1 To distribute to the committee members all material, application forms, and committee procedures in effect at the time.
- 3.1.2 To call a meeting of the committee at the Fall Conference to evaluate progress and consider any new ideas or suggestions.
- 3.1.3 To assist the Executive Director of OFDDA with mail-outs and distribution of material encouraging membership.
- 3.1.4 To submit a report to the Board of Directors concerning the activities of the committee.

3.2 Duties of the Committee

- 3.2.1 Each committee member shall be supplied with application forms and membership material as it is developed for distribution in his/her area.
- 3.2.2 Each committee member shall forward a report to the Chair not later than August 1st, advising how many contacts he/she made and the amount of membership material he/she distributed.
- 3.2.3 To meet first time attending members at conferences, introduce them to the membership and outline the assistance OFDDA can provide to members.