

OFDDA POLICIES

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EXECUTIVE BOARD ___

POLICY FOR FINANCIAL ACCOUNTABILITY

1.0 **PURPOSE**

The purpose of this Policy is to establish safeguards for the prevention of fraud and to provide for financial accountability of the Oregon Fire District Directors Association (OFDDA).

2.0 **SCOPE**

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

3.0 **GENERAL PROVISIONS**

3.1 To insure appropriate oversight over Association funds, the following requirements are established:

3.1.1 All staff reimbursements over \$500.00 must be approved by the OFDDA Executive Committee.

4.0 **TREASURER**

4.1 The President may appoint Treasurer from

4.1.1 Shall be appointed by the President.

4.1.2 Shall be an Active or Life Member of the Association who is familiar with the Constitution and Bylaws and parliamentary procedures.

4.2 Duties of the Treasurer

4.2.1 The Treasurer is empowered to appoint one or more persons to assist him/her in performing his/her official responsibilities.

4.2.2 Shall have access and oversight to all financial documents associated with OFDDA including checking accounts, savings accounts and tax records.

4.2.3 Shall review financial reports and records associated with OFDDA **upon request of the President** and make recommendations to the Board regarding investments and other financial issues.

4.2.4 Shall provide regular reports as to the financial status of the Association **upon request of the President**.