



Southeastern Association of Fire Chiefs

POLICY 2011- 01/14 REV. III 2017-05

Committee Responsibilities and Duties

Committees are an integral part of our association's activities. Committee members directly help us meet our goals, fulfill our mission and provide a unique opportunity to serve both our fellow members and the fire service community as a whole. All committee members must be active members of the Association. Other than the permanent committees listed and required by the SEAFCA Constitution and Bylaws, committees described below may or may not be appointed as determined by the incumbent President. In addition to the committees listed, other committees may be also be appointed.

Audit and Finance (permanent) Committee: The Committee shall audit the finances of the Association by reviewing the financial statements as presented by the Executive Director. The Committee is tasked with providing the Board of Directors information as to the financial condition of the Association. The Committee shall be responsible for the checks and balances of the Association's finances with regard to monitoring the fiduciary activity of the Executive Director to ensure compliance with Association policies. The committee will also seek and execute sound financial strategies to ensure the sustainability of the SEAFCA through sound business practices and investments. Monthly reports will be made to the Board of Directors through the Committee Chair or the Executive Director. An annual report will be given to the membership at the annual meeting by the Committee Chair.

Constitution, By-Laws & Policy (permanent) Committee: The Committee shall annually, or as otherwise needed, review the SEAFCA Constitution, Bylaws & Policies to ensure the documents represent the Association's formal structure and operational policies. The Committee will receive and review relevant documents to ensure consistency across platforms (Constitution, Bylaws, Policies, and other documents) The Committee will make recommendations for adoption or rejection of proposed amendments to the Board of Directors, Executive Director and Association members. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair. An annual report will be given to the membership at the annual meeting by the Committee Chair.

Nominations and Elections (permanent) Committee: The Committee shall review the credentials for individuals interested in running for elective office and provide the membership a complete list of the qualified nominations for the vacant offices of the Association and present them at the annual conference. The Committee is also charged with determining the credentials of any and all members who desire to vote in any election. The Committee will administer the election process set forth in the Constitution, Bylaws and Policies as well as conduct all balloting. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

Professional Development Committee: The Committee shall work in conjunction with the Conference Committee to plan the education program for the annual conference. Each year the two Committees will develop a call for papers and evaluate presentation proposals to determine quality and applicability to the SEAFCA conference audience. The Committee will conduct research to locate other educational venues and work in conjunction with the Communications Committee to develop and produce various webinars, pod casts and other informational initiatives and determine the best means of distribution to membership. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

Membership Committee: The Committee shall develop plans to recruit new members and retain current members by working closely with the IAFC Membership Department and the SEAFC Board of Directors. The Committee will work in conjunction with the Communications Committee to inform our membership of important fire service information and activities. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

Conference Committee: The Committee shall organize and approve all aspects of the upcoming conference or regional programs. This includes development of vendors, sponsorships, physical layout of the conference, conference timelines, events and programs. The Committee shall work in conjunction with the Professional Development Committee to plan the education program for the annual conference. Each year the two Committees shall develop a call for papers and evaluate presentation proposals to determine quality and applicability to the SEAFRC conference audience. Planning and execution of the Annual Conference is prescribed by the SEAFRC Conference Procedure Manual. The Committee consists of the SEAFRC Executive Director, Board members and members from the host fire department. Periodic reports will be made to the Board of Directors through the Board Liaison or Executive Director.

Resolutions Committee: The Committee shall receive and review all resolutions pertaining to the business of the Association or on any subject affecting the welfare of the members of the Association. Any member desiring to present a resolution shall first refer same to the Resolution Committee following the Constitution and Bylaws guidelines. The Committee will make a recommendation on each resolution in a report to the membership. The Committee will submit resolutions to the general membership for a vote at the annual conference general business meeting. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

Review Committee: The Committee shall receive and review any special requests from outside sources, agencies or organizations and present information to the Board for discussion and consideration. Proposals or requests may include but are not limited to those from universities, colleges, state chiefs associations, businesses, vendors, IAFC, IAFF, ISO, NFPA, ICC, State Fire Marshals, various fire, EMS, and emergency management agencies, etc. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

Communications/Information Technology Committee: The Committee shall work closely with the Professional Development Committee to develop and produce various webinars, pod casts, and other informational initiatives and determine the best means of distribution to membership. The Committee will work in conjunction with the Membership Committee to inform membership of important fire service information and activities. Periodic reports will be made to the Board of Directors through the Board Liaison or Committee Chair.

FireRescue GPO Committee: The Committee shall consist of one (1) representative from each of the ten (10) states and a Board of Directors liaison that will have the same responsibilities as the other nine (9) members as well as act as the SEAFRC GPO Advisory Council member (expectations are a separate document). Appointment of State representatives will be based on recommendations to the SEAFRC President from State Directors. State representatives will be expected to participate in all Advisory Council teleconference meetings. The purpose of the participation is:

- To be informed on the GPO program information and convey it to the appropriate state fire service organizations.
- To educate the state fire service organizations in order to assist them in creating and/or increasing revenue for the SEAFRC and respective states.
- To promote the FireRescue GPO program when attending State and/or Division conferences.

Fire Chief of the Year Committee: The Committee shall administer the annual Fire Chief of The Year nomination and award process as prescribed by the SEAFRC policy.

Crossline Award Committee: The Committee shall administer the periodic nomination and awards process as prescribed by the SEAFRC H.D. Crossline Award Policy.

Additional Committees: The President may determine a need for and establish any additional committees he or she deems appropriate and necessary and appoint committee members as needed. Such committees may vary from year to year.

Committee Chairs

Committee chairs are appointed by the President for a one year term beginning August 1st of each year. A review process beginning as soon as possible following the annual conference shall be conducted by the incoming President. The President may authorize a sitting committee chair to serve additional terms. The President may elect to or not to serve as a committee chair but may participate on a committee. An Immediate Past President may serve the SEAFc in any capacity with proper appointment. Committees may elect to have a vice-chair to help the chair carry out his or her responsibilities. A Board Liaison may or may not be appointed. The appointment of a liaison is not to take away from the Chairs position but simply to allow the Chair to focus on his/her position with the committee and be aware that additional meetings with the Board of Directors may have a direct impact on their time availability.

The Chair guides the committee in its work by setting goals and action plans consistent with the Association's strategic plan, committee guidelines and acts as the primary contact for the committee to the Board of Directors and other outside organizations.

General Expectations

SEAFc's member structure, with many strong and knowledgeable leaders and technical experts, contributes to the success of the SEAFc in many ways. However, the structure can also lead to confusion if clear parameters on individual committee members' roles are not established. The following are offered to provide a better understanding for actions of those chosen to represent the SEAFc on committees.

1. No committee or other representative is allowed to commit the SEAFc to binding legislative, administrative, financial or policy positions without the approval of the Board of Directors.
2. While recommendations may be made to the SEAFc President, only the President is authorized to add or expel members of a committee.
3. Committee or other representatives are not authorized to determine association staffing, including non-traditional staffing such as contractors or subject matter support. Committee chairs and sometimes other representatives ending an appointment term, are encouraged to provide recommendations and feedback on content and staffing issues, but responsibility for staffing and management lay solely with the President, Board of Directors, and Executive Director.
4. Federal grants, private sector sponsorships, vendor agreements and other funding mechanisms are the ultimate responsibility of the Board of Directors and not under the final authority of a committee. While committees may provide feedback and recommendations for such contracts, final authority for their content, including but not limited to, staff commitments, deliverables, and funding levels, remain with the Board of Directors. Sponsorships and vendor agreements must also be coordinated with the Executive Director.
5. The President is the official spokesperson of the SEAFc. No individual may present themselves as an SEAFc spokesperson without coordinating those activities in advance with the President with the approval of the Board of Directors.
6. No Individual may leverage their position for personal financial or political gain.
7. Committee members shall demonstrate conduct that is at all times professional and brings credit to the association and its membership.

8. Committee members shall accept and act upon extemporaneous or ad hoc direction from the Board in a timely manner and with the same credence afforded the direction received herein.
9. Committee members shall work with the Executive Director to ensure the alignment of association-wide efforts.
10. Committee members shall reflect in their actions support of SEAFc programs, and work collaboratively with the Board of Directors to effectively and efficiently provide service to the fire and emergency response community.
11. Committee members shall reflect in their actions adherence to the SEAFc Constitution, Bylaws, Policies and Resolutions as well as the following adopted principles:
 - * SEAFc (and its representatives) will build and maintain relationships with our members, state fire chiefs' associations and other partner organizations.
 - * SEAFc (and its representatives) will actively foster communication to enhance these relationships.
 - * SEAFc (and its representatives) will endorse, support and foster legislative and policy development initiatives that will enhance the fire and emergency service and advance firefighter, citizen and community safety.
 - * SEAFc (and its representatives) will endorse programs that foster and promote quality improvement and professional development for fire and emergency service professionals and agencies.
 - * SEAFc (and its representatives) will seek and utilize fire and emergency service leaders who will professionally and enthusiastically advance the mission, goals and objectives of our organization.
12. Committee members shall actively participate in and contribute to the function of the committee on behalf of the best interests of the entire membership.
13. Committee members shall conduct committee meetings and conference calls as needed.
14. Committee members shall develop committee agendas and take notes at committee-related meetings (including, but not limited to, committee meetings, meetings with the Board, meetings with other committees, and prepare and distribute a report for committee members. The Executive Director will assist in these functions at the request of the chair.
15. Committee members shall complete individual assignments made by the committee chair in a timely manner.
16. Committee members shall demonstrate commitment to the Association through participation in conferences, strategic planning summits and other activities.

Adopted by the Board of Directors on this 14th day of January 2011.

Amended by the Board of Directors on this 4th day of September 2012.

Amended by the Board of Directors on this 1st day of October 2013.

Amended by the Board of Directors on the 2nd day of May, 2017.

Lisa Moatts
Executive Director

Wallace Possich
Policy & Procedures Committee
Chairman