



POLICY 2015-08/05

SEAFC at Fire-Rescue International

The following policy has been adopted to provide a list of responsibilities and requirements for attendance to the FIRE-RESCUE INTERNATIONAL (FRI) CONFERENCE by SEAFC Board Members

It is encouraged that all board members attend FRI to represent the SEAFC at the conference and to network with IAFC Executives for the interest of the SEAFC.

President

Travel Expenses (not to include meals) shall be covered for the President's attendance at FRI. IAFC provides the SEAFC President with a room at the division's designated hotel for the number of nights designated by the IAFC annually.

Registration for the President shall be covered by the SEAFC if not covered by the President's employer or state association. In cases where the employer or state association covers partial expenses the SEAFC will share the expenses.

The President shall:

- Attend the IAFC Board Meeting
- Facilitates the SEAFC Luncheon
- Give an update on the SEAFC to the IAFC membership at the IAFC Business Meeting
- Attend the IAFC Leadership Meeting
- Work the SEAFC Booth
- Host the SEAFC Hospitality Night
- Attend other meetings as needed.

First Vice President

If funds are available travel expenses (not to include meals) may be covered for the First Vice President's attendance at FRI by the SEAFC. The First Vice President shall follow the travel policy of SEAFC.

Registration for the First Vice President shall be covered by the SEAFC if not covered by his/her employer or state association.

The SEAFC may provide the First Vice President with a room at the division's designated hotel for up to 4 nights.

In cases where the First Vice President's employer or state association covers partial expenses for registration and/or hotel the SE AFC may share the expenses.

The First Vice President shall:

- Attend the IAFC Board Meeting
- Attend the SE AFC Luncheon
- Attend the IAFC Leadership Meeting
- Work the SE AFC Booth
- Co-Host the SE AFC Hospitality Night
- Attend other meetings as needed.

Executive Director {Division Secretary}

Expenses are covered for the Executive Director's attendance at FRI. IAFC provides the Executive Director with a room at the division's designated hotel for the number of nights designated by the IAFC annually.

Registration for the Executive Director and partner shall be covered by the IAFC.

The Executive Director shall:

- Coordinate all activities of the SE AFC at FRI
- Work the SE AFC Booth
- Attend the SE AFC Hospitality Night
- Work the FRI Registration area as a responsibility of the Division Secretary.

International Director

Registration and expenses are covered by the IAFC for the International Director's attendance at FRI.

The International Director Shall;

- Attend the IAFC Board Meeting
- Attend the SE AFC Luncheon
- Attend the IAFC Business Meetings
- Attend the IAFC Leadership Meeting
- Work the SE AFC Booth
- Attend the SE AFC Hospitality Night
- Attend other meetings as needed

All Other Board Members

The Second Vice President, Immediate Past President and State Directors shall be responsible for their own registration and expenses.

Expectations of all attending Board Members are to:

- Attend the SE AFC Luncheon
- Attend the IAFC Business Meetings
- Attend the IAFC Leadership Meeting
- Work the SE AFC Booth
- Attend the SE AFC Hospitality Night
- Attend other meetings as needed

Booth

IAFC/FRI provides complimentary booth space on the exhibit floor in the Member Service area; SEAFRC must cover any other expenses (AV/Shipping, etc).

This provides a great opportunity for our Board of Directors to network with our members and members of other divisions and to make those members aware of the activities and benefits of the SEAFRC.

The Executive Director shall coordinate the booth if the Executive Board desires to have such space.

Should the Executive Board elect to have a booth all Board and staff members are required to assist in staffing the booth.

Hospitality Suite

IAFC provides the SEAFRC with a suite at the Division's designated hotel.

The SEAFRC may host a hospitality suite during FRI if funds are budgeted and available OR a sponsor is secured.

The President and the Executive Director shall select the timing of the event.

A budget will be allocated to purchase supplies for the suite by the SEAFRC; sponsors may also be sought.

Luncheon

All IAFC Divisions hold a luncheon at FRI at a date and time as coordinated by the IAFC. The SEAFRC Executive Director shall coordinate with IAFC staff on the details.

Attendees

Attendance at the lunch is for members of the SEAFRC only. This is to make it a true member benefit since the Division does not charge for attendance.

SEAFRC may also conduct business if needed.

Conference name badges {SEAFRC Members} shall be required to attend the luncheon.

Notification

SEAFRC shall promote the luncheon at FRI in the SEAFRC newsletter, emails, and website, since it is a member benefit and only members of the SEAFRC may attend.

Adopted by the Board of Directors on this 7th day of December, 2010

Amended and Adopted by the Board of Directors on this 5th day of August, 2015 with an effective date of September 1, 2015

Lisa Moatts
Executive Director

Chief Wallace Possich
Constitution & By-Laws Committee
Chairman