



## **Personnel Policies & Procedures**

### **POLICY: P-1**

**ADOPTED:** March 15, 2025 - To be effective upon election at the 2025 Annual Meeting

**SUBJECT:** Association Secretary

**PURPOSE:** To provide a job description of the duties of the Secretary.

The Secretary position is an elected role with a three-year term, beginning upon election and concluding when a successor is elected or appointed. The Secretary must actively hold office and reside in a member District at the time of candidacy, election, or appointment

The Secretary of the Association may receive compensation for the duties outlined in this policy, with the compensation rate specified in a separate "Compensation Agreement."

All data, materials, and information created by the Association Secretary for the Association of Fire Districts of the State of New York Inc. shall remain the exclusive property of the Association.

### **Meetings:**

The Secretary shall attend all Board of Directors meetings in person unless otherwise authorized by the President. Participation in Executive Board meetings is required unless excused by the President. Additionally, the Secretary shall attend Committee meetings as requested by the President or Committee Chairman.

In coordination with the President, the Secretary prepares the agenda and itinerary for all Board meetings and emails the agenda to the Board of Directors and Officers as specified in Administrative Policy A-1 – Board of Directors Meetings.



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Records and maintains complete and accurate records of all Board of Directors meetings, Executive Board meetings, and any other Association meetings as requested by the Board of Directors, the President or a Committee Chair.

Ensures the timely posting of Board of Directors meeting minutes on the website.

### **Annual Meeting:**

In coordination with the Association Administrator, prepares the Annual Report for the Annual Meeting, ensuring it includes all information required by the Not-for-Profit Corporation Law and Association By-Laws.

In coordination with the Association's legal counsel, oversees any contested election at the Annual Meeting as outlined in the By-Laws and Administrative Policy A-24 – Annual Election Policy. Prepares and presents an up-to-date list of eligible voting members for the Annual Meeting, as specified in the By-Laws, using the member management program designated by the Board of Directors.

Collaborates with the Association Administrator to manage, as needed, various aspects of the Annual Meeting & Vendor Expo.

### **Director Elections:**

Shall collect a resume and letter of nomination from any individual expressing interest in becoming a Director, submitted by their County or Regional Association and/or home fire district (district must be an Association member), and promptly notify the President of this communication

Conducts annual elections for Directors when requested by a County or Region, in accordance with the By-Laws and Administrative Policy A-31 – Election of Directors.



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### **General:**

The Secretary is responsible for maintaining accurate and effective records, including all corporate documentation. The Secretary must ensure that digital data is regularly backed up, with backups stored off-site. Both paper and digital records must be transferred to the successor of this office.

Acts as records management officer for all records, important documents and important papers, and records of the Association, including financial records from previous years, in accordance with Financial Policy F-1 – Disposal of Excess and/or Obsolete Records and Equipment.

Collaborates with the Association Administrator and Support Associate to coordinate remote meetings as requested by the Board of Directors, Executive Committee, and Committee Chairs.

Work with and seek assistance of the Support Associate as necessary, within approved hours.

Keeps and maintains updated inventory of all Association equipment and documents.

Works with the Association Administrator and others as needed to maintain an up-to-date list of all fire districts in NYS and members of the Association; using the computer member management program designated by the Board of Directors.

Shall coordinate with the President to arrange any floral tribute, appropriate sentiment, or charitable donation in response to the death or serious illness of an active or former Board member, Association Officer, Past Officer, or an individual who has made a significant contribution to the Association

At the President's direction, maintains and distributes Committee lists. If requested, coordinates meetings and notifications with committee chairpersons.



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Collaborates with the Association Administrator to ensure all communications are received promptly and appropriately, maintaining the highest level of communication with the membership and others.

Shall annually send copy of Financial Policy F-5 – Expense and Travel Policy - to the Board of Directors, Executive Board, and employees to familiarize them with the policy prior to any travel and request for reimbursement for the upcoming year.

Shall provide information on accessing the Association website to ensure new officers and directors are aware of the Association By-Laws and Policies and the Officer and Director section of the website, and provide binder containing copies of the By-Laws, Policies, contact information for all officers and directors, if desired.

Perform any other administrative duties as necessary or assigned.

### **Preferred Background and Experience**

Working knowledge and proficient skills with computers and software programs which are adopted by the Board of Directors for Association use. Those software programs include, but are not limited to, Microsoft Office, Zoom, WebEx, Go to Meeting, and the member management program.

Well-developed organizational and communication skills.

Ability to travel and attend Board of Directors Meetings as well as the Annual Meeting & Vendor Expo and other events as requested by the Board or Officers

Room to store and utilize equipment belonging to the Association.

Confidentiality: Handling sensitive information with discretion