



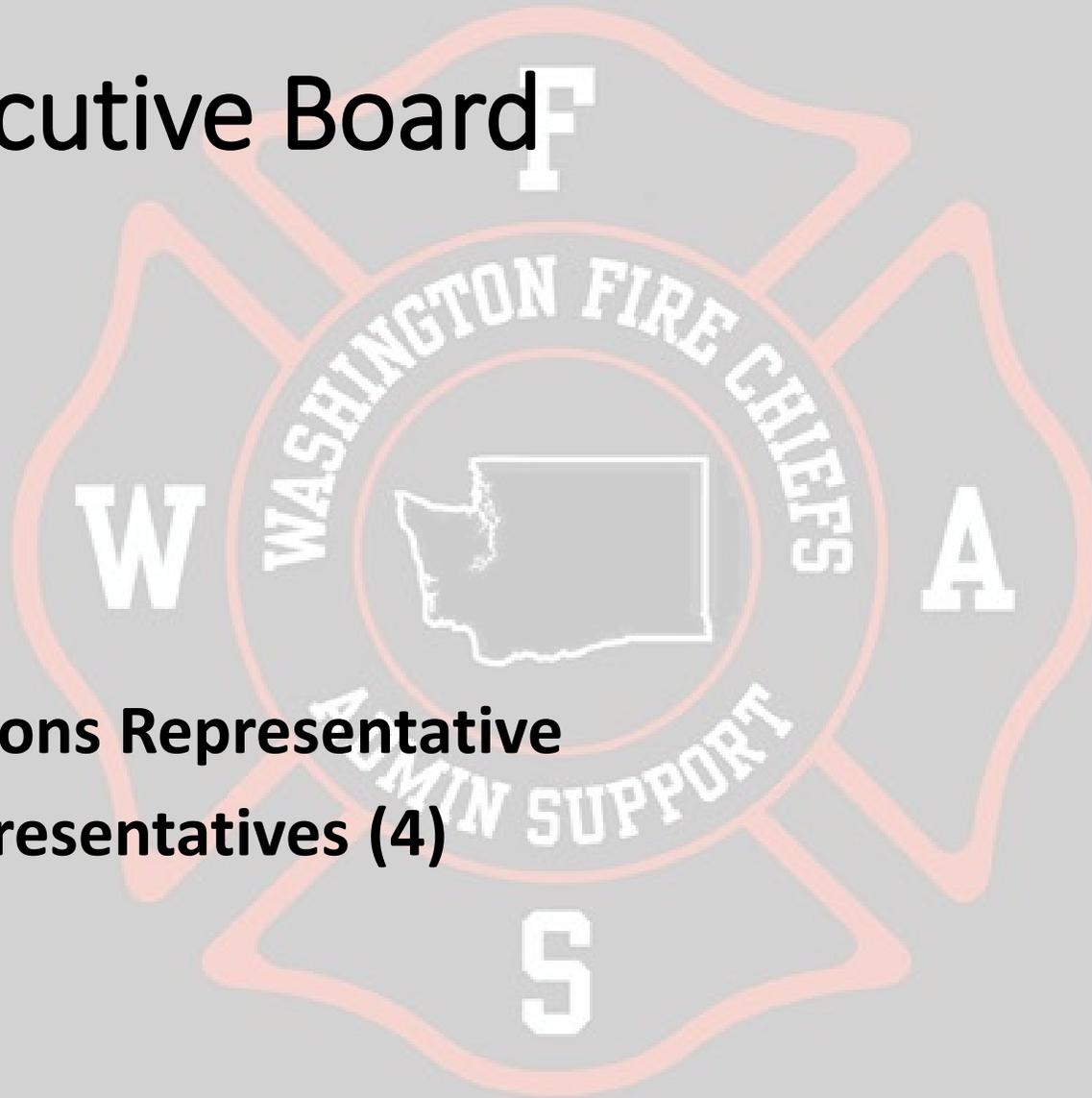
What it Takes to be a Board/Committee Member

# WFAS Board: Who Are They?

- **WFAS Members**
- **Made up of:**
  - **Executive Board Members**
    - **Elected positions (vacancies may be appointed until the following membership conference)**
  - **Committee Coordinators**
    - **Appointed by the Board**
  - **Committee Members**
    - **Voluntary**

# WFAS Executive Board

- Chair
- Vice Chair
- Secretary
- Treasurer
- Communications Representative
- Regional Representatives (4)



# WFAS Executive Board: Chair

- **Official representative of the WFAS Section**
- **Presides over the Board Meetings**
- **Attends WFC Executive Board Meetings, reports on behalf of the Section**
- **Reviews contracts, on behalf of the Section**
- **Appoints Committee Coordinators**

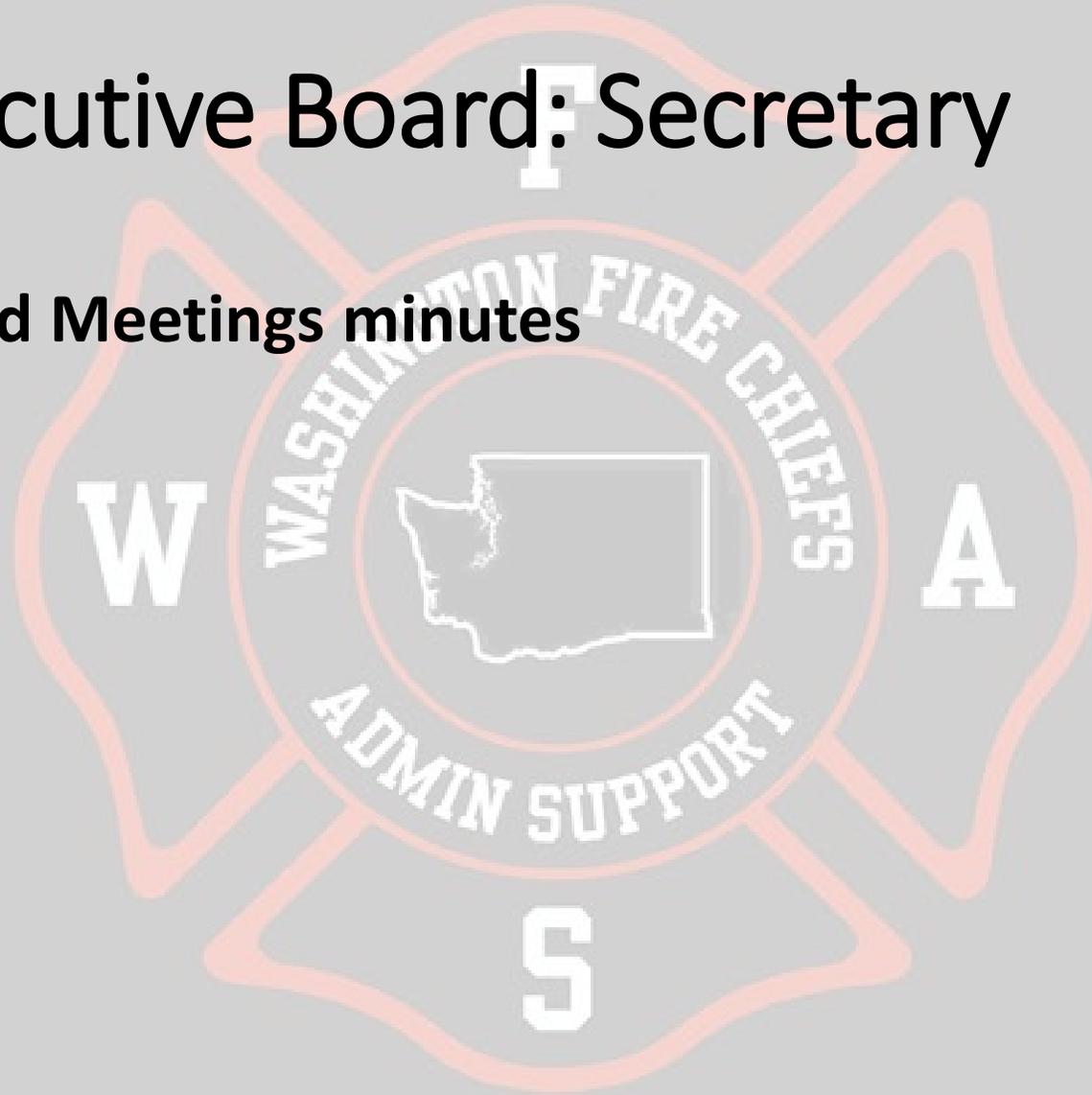
# WFAS Executive Board: Vice Chair

- **Performs duties of the Chair, in their absence**
- **Assist the Chair, as needed**
- **Ensures compliance of Operational Protocols**
- **Coordinates Admin of the Year recognition**



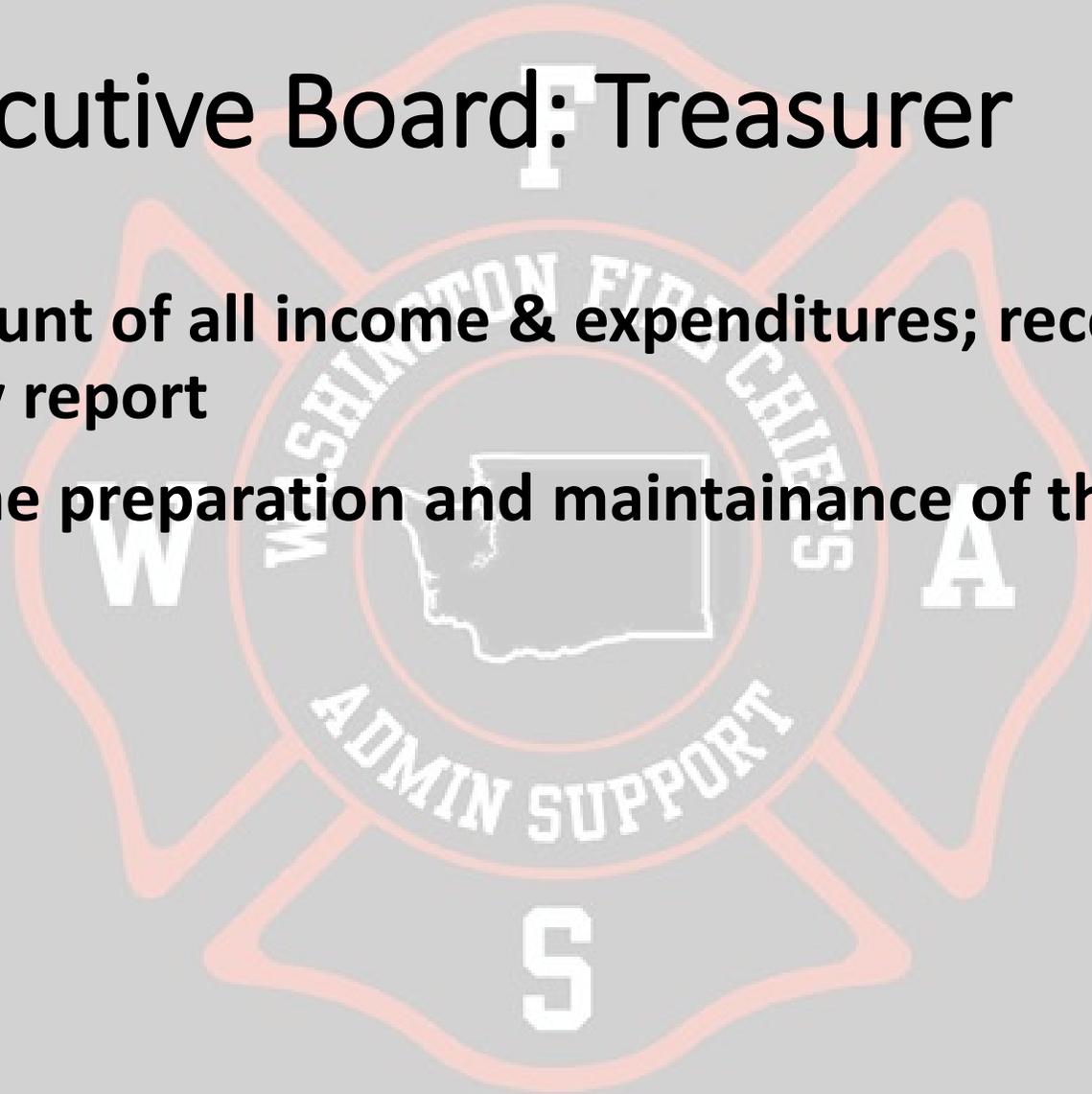
# WFAS Executive Board: Secretary

- Records Board Meetings minutes



# WFAS Executive Board: Treasurer

- **Keep an account of all income & expenditures; reconcile with the WFC monthly report**
- **Assist with the preparation and maintainance of the Section budget**



# WFAS Executive Board: Communications Rep.

- **Ensure collaboration of Section communications**
- **Management of the Section website & social media accounts**



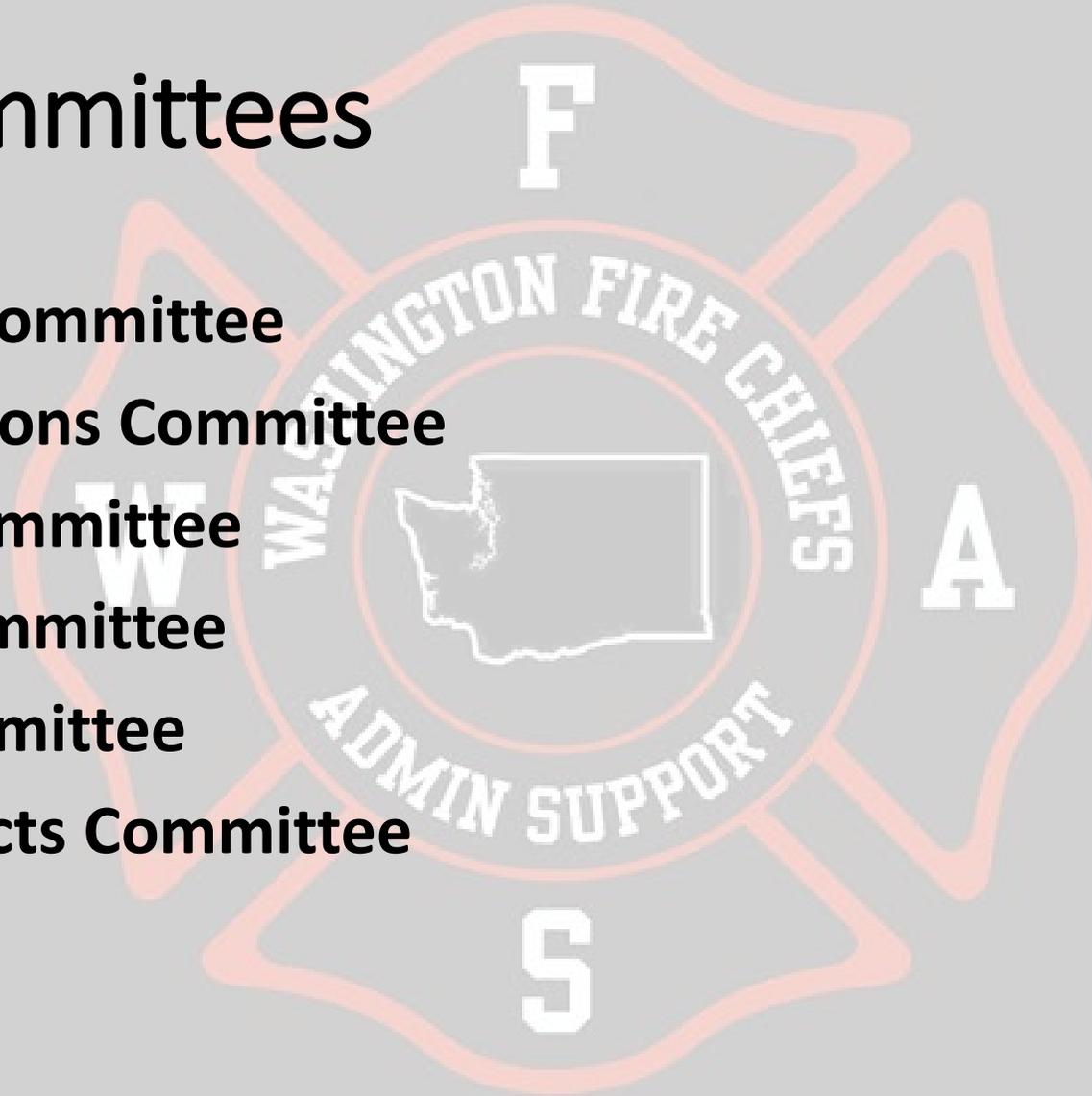
# WFAS Executive Board: Regional Representatives

- **Keep in contact with WFAS Members in your region**
- **Prepare and maintain welcome packets for new members**
- **Assist with the coordination of regional workshops**



# WFAS Committees

- **Conference Committee**
- **Communications Committee**
- **Education Committee**
- **Historical Committee**
- **Election Committee**
- **Special Projects Committee**

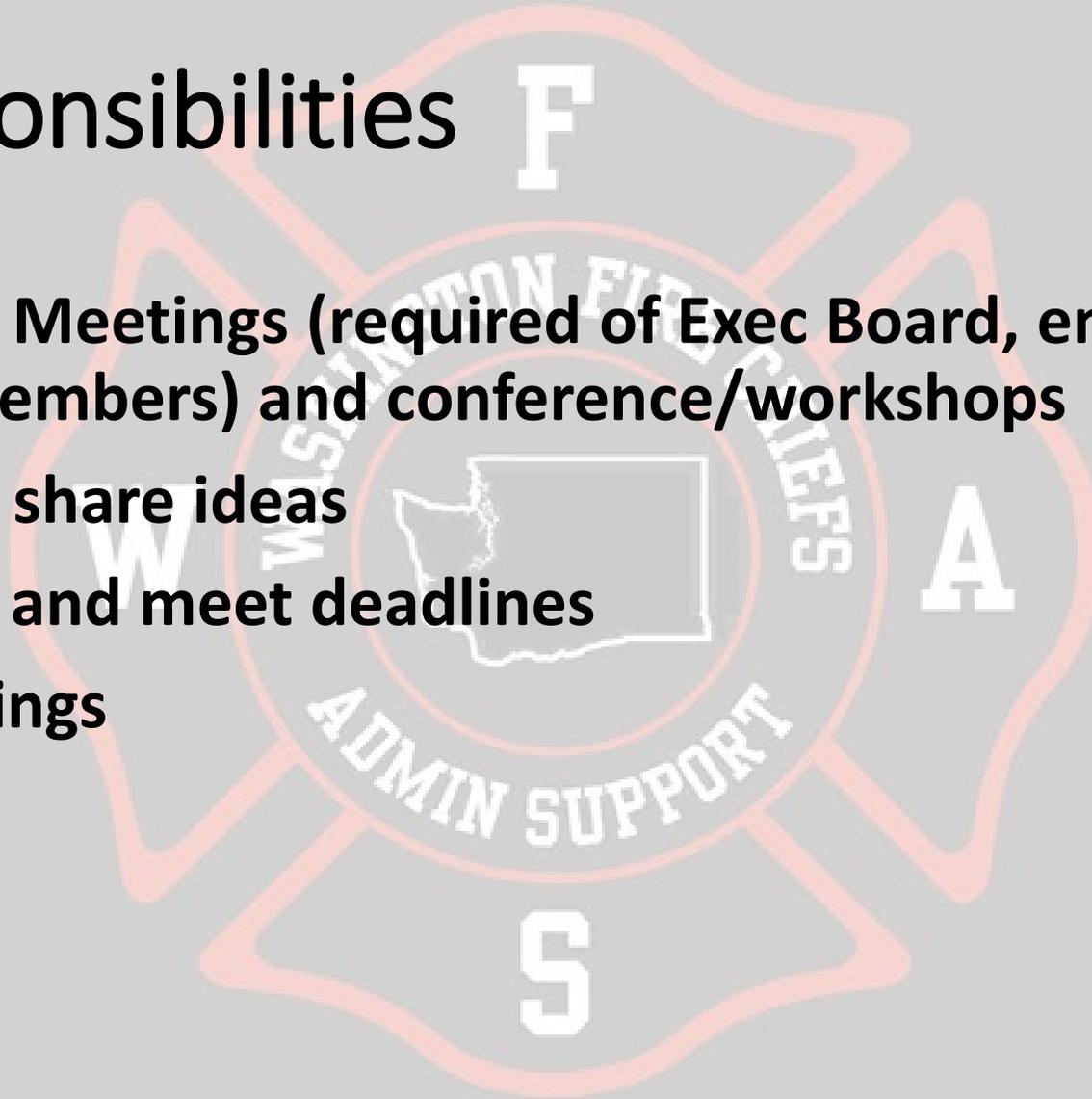


# What Does the Board Do?

- **Plans the conference & workshops**
  - Includes education, a theme, banquet & hospitality events, décor, catering, etc.
- **Serves a two year term (unless elected/appointed for the remainder of a term)**
- **Meets at least four times a year (usually tied to conferences & workshops), including a Board Retreat at the location of the next conference**

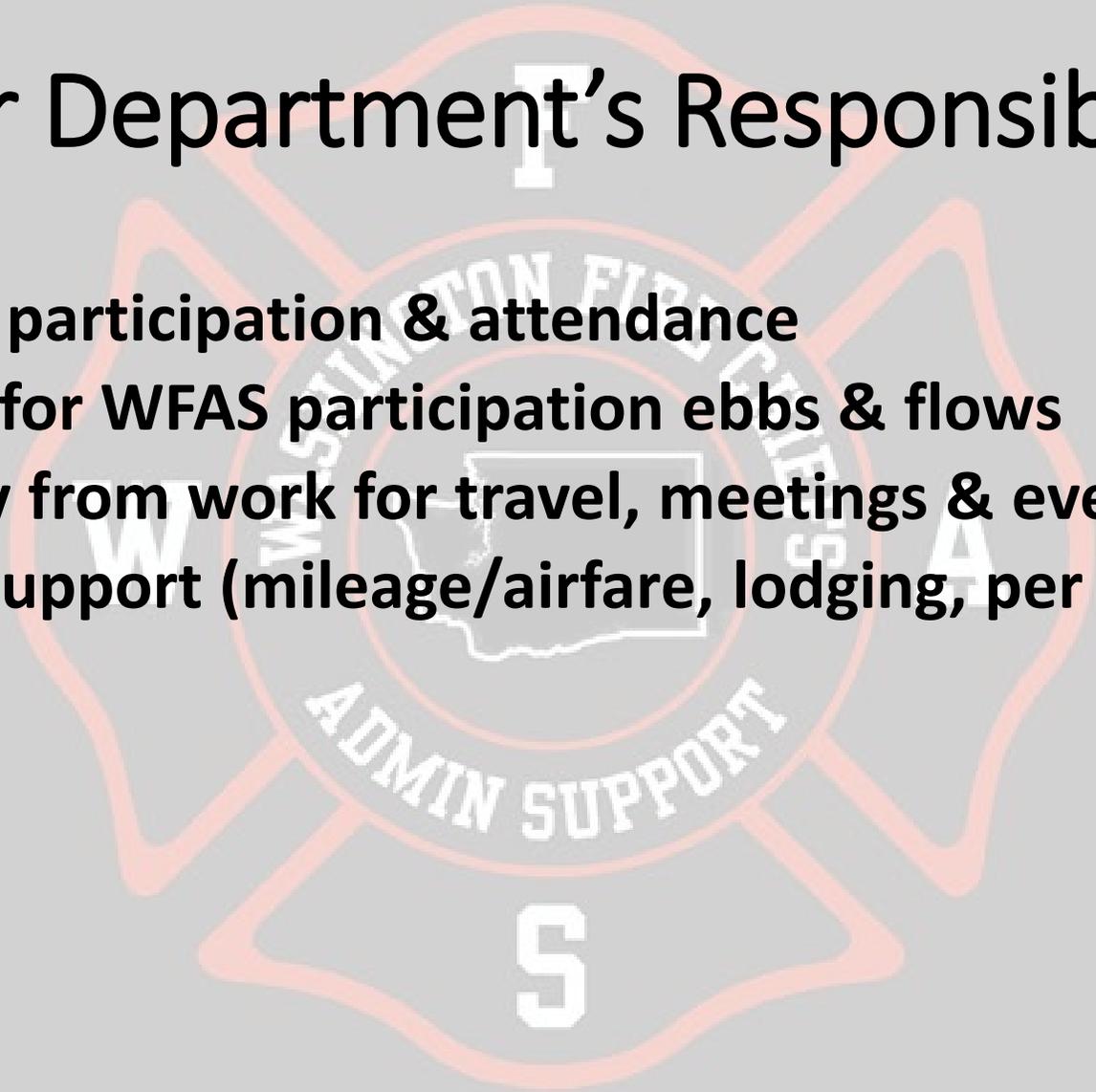
# Your Responsibilities

- **Attend Board Meetings (required of Exec Board, encouraged for committee members) and conference/workshops**
- **Brainstorm & share ideas**
- **Take on tasks and meet deadlines**
- **Learn new things**
- **Have fun!**



# What Your Department's Responsibility?

- **Support your participation & attendance**
  - **Workload for WFAS participation ebbs & flows**
  - **Time away from work for travel, meetings & events**
  - **Financial support (mileage/airfare, lodging, per diem)**



# Benefits of Getting Involved

- **Plan the conference & workshops**
- **Input**
- **Networking**
- **Insight**
- **Travel**
- **Professional Development**



# How Do You Get Involved?

- **Join a committee**
- **Run for a Executive Board position**
- **Talk to a Board or Committee Member, ask questions!**



# How Do You Run for an Exec. Board Position?

- **Written permission from your Supervisor/Fire Chief**
- **Nominate yourself for your desired position (or be nominated by someone else)**
- **Solicit support from fellow WFAS members**
- **Be prepared to give a short speech as to why you would like to hold the position**



Questions?