



# WFAS: Introduction to Being a Board & Committee Member

---

*Washington Fire Admin  
Support is a section of the  
Washington Fire Chiefs*





# 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 Representative (x4)



# 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
- Assists in Appointing Committee Chairs
- Point person/liaison for conference & w/ the WFC office



# WFAS Executive Board: Vice Chair

---

- Performs duties of the Chair, in their absence
- Assist the Chair, as needed
- Chair of Nomination/Election Committee
- Works w/WFC office to ensure accuracy of member base
- Provide WFC member list to all members at conference (as needed)
- Assist in coordinating annual conference
- Maintain Board Protocols

A decorative graphic of a feather, rendered in a light beige color, is positioned on the left side of the slide. It has a central rachis with numerous barbs extending outwards, creating a fan-like shape.

# WFAS Executive Board: Secretary

---

- Records/takes minutes for the Board meetings
- Provide complete minutes within two weeks of Board meetings
- Collect and compile contributions from the Board for publication in monthly WFC newsletter
- Assist in coordinating annual conference



# WFAS Executive Board: Treasurer

---

- Assist w/preparation & maintenance of Section budget
- Keep account of income & expenditures; reconcile w/ WFC monthly report (for merchandise, education, conference, workshops, etc.)
- Communication point person for Board/committee members for budget questions/requests
- Provide periodic budget updates to Board/committee members
- Assist in coordinating annual conference



# WFAS Executive Board: Communications Representative

---

- Ensure collaboration of section communication
- Management of section website & social media accounts
- Communicate w/the WFAS members on board activities, conferences, workshops, etc.
- Collaborate w/Board & Committee members for marketing materials for conference & workshop to maintain consistency
- Organize requests for website postings related to section business
- Assist in coordinating annual conference



# WFAS Executive Board: Regional Representatives

---

- Coordinate the regional workshop(s)
- Provide written report following workshop(s) & submit to Board
- Assist in coordinating annual conference



# WFAS Committees

---

- **Conference Committee**
  - Decorations (sub committee for conference)
  - Sponsorships/ Vendors (sub committee for conference)
  - Hospitality night (sub committee for conference)
- **Communications Committee** (membership communication & website)
- **Education Committee** (speakers)
- **Elections Committee** (nominations)
- **Historical Committee** (event photos)
- **Merchandise Committee** (WFAS merchandise for sale)
- **Protocols Committee** (reviews Section Bylaws)



# How Do You Get Involved?

---

- Join a committee
- Run for a Executive Board position
- Reach out to a Board or Committee Member!



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

---

- Get written permission from your Supervisor/Fire Chief
- Nominate yourself or ask someone to nominate you for your desired position
- Solicit support from fellow WFAS members
- Be prepared to give a short speech as to why you would like to hold the position



# What Does the Board Do?

---

- PLANS THE CONFERENCE & WORKSHOPS!
  - Includes speakers, 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
- Take on tasks & meet deadlines
- Have fun & network!

Questions?

---