

Tennessee Fire Chief's Association Officer Nomination Form



Nomination for (check appropriate box):

2nd Vice-President Secretary Treasurer

Board of Directors: West Middle East

Information on Nominee (self-nomination is appropriate)

Name of nominee: _____

Nominee's rank: _____

Name of nominee's department: _____

Briefly describe why you believe the member is a good candidate to serve as an officer in the Tennessee Fire Chiefs Association (attach additional sheets if needed)

Information on Person Submitting the Nomination (self-nomination is appropriate)

Nomination submitted by: _____

Contact information in case the nomination committee has questions or needs more information:

Phone: _____ e-mail address: _____

Email or Mail completed form to:

Matt Henderson, TFCA Secretary P.O. Box 25052 Nashville, TN 37202

MHenderson@sevierville.tn.org

Tennessee Fire Chief's Association

Job Description and Expectations

Member – Board of Directors



Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Tennessee Fire Chiefs Association to support the organization's mission and needs.

Major Responsibilities: Serving on the Board of Directors is a privilege granted by the members of the association. Board members assume the responsibility of being good stewards of the association's time, talent, and financial resources. As set forth in Article IV, Duties of Officers, Section 2, Board of Directors, of the Constitution and Bylaws of the Association, the duties of the Board of Directors shall be to:

- A. Set operational policies over the affairs of the Association;
- B. Review the work of the Association at the Board of Directors meeting and develop broad policy for the operation of the Association;
- C. Approve, adopt, change or amend the budgets as recommended by the Treasurer and Business Manager;
- D. Cause to be made an audit to the Association at the annual conference;
- E. Approve the date and place of the annual conference - and quarterly meetings as recommended by the Business Manager;
- F. Establish the registration fee for the annual conference.

Expectations of board members: To perform these duties, board members shall perform these essential functions:

1. Be well informed about what the association does and how it does it, and about the environment in which the association operates.
2. Read, understand, and follow the Constitution and Bylaws of the Association.
3. Regularly attend and participate actively in regular and special called board meetings and important related meetings.
4. Regularly attend and participate actively in committee meetings, work sessions, and other meetings related to the business of the association.
5. Participate actively in committee work.
6. Volunteer for and accept assignments and complete assignments thoroughly and on time.
7. Stay informed about association business and committee matters, prepare for attending meetings, and review and comment on minutes and reports.
8. Get to know other committee members and build a mutual working relationship that contributes to consensus.
9. Is an active participant in the association annual strategic planning efforts.
10. Participate in the membership recruitment program and recruits members from his/her grand division.
11. Promote the association's purpose and programs to emergency response partners in emergency management, law enforcement, emergency medical services, and similar organizations in Tennessee's emergency response community.

Length of term: Three years.