

**TWIN STATE FIRE MUTUAL AID ASSOCIATION
ORGANIZATIONAL TASKS**

1. Nominate names for a slate of 15 Directors – 5-1 year term, 5-2 year term and 5-3 year term. There are no qualifications to be a Director. A Director does not represent the Town or Department that he may be affiliated with. You could have more than 1 Director from a given Town if so elected. A Director must act, at all times, in the best interest of the District as a whole.
2. Identify any EMS members and the Board must vote them as an EMS member and advise of the Assessment.
3. Obtain from each Member prior to the Annual Meeting the following:
 - a) Evidence of Workers' Compensation Insurance
 - b) Current Roster of Members
 - c) Current Inventory of Apparatus
 - d) Certification from the Chief that the department meets the requirements of their category of membership. [we should develop a form for the certification]
4. Secretary to notify each Chief of Annual meeting by email at least 7 days prior to the Annual Meeting.
5. Membership votes Board Members and approves the Budget at Annual Meeting.
6. Budget to be prepared and to include funds available to Scholarship Committee for review at November membership meeting.
7. Based on proposed Budget identify estimated Assessment by Membership Category which within a category all members pay the same assessment.
8. The Board after the Member Annual Meeting will vote the President, Vice President and Treasurer who must be Directors and elect 5 other members who are Directors. They appoint the Secretary who need not be a Director.
9. Board determines stipend for the Officers
10. The Board appoints a chairman of the Standing Committees at the Annual Meeting who must be a Director
 - a) Dispatch
 - b) Membership
 - c) Training
 - d) Scholarship
11. Executive Committee meets monthly like the Coordinating Committee has done in the past.
12. Board of Directors meet twice a minimum of twice a year which includes after the Annual Meeting. The second meeting should not be a regular membership meeting. Board may need to meet more often, but the Executive Committee has authority to make all decisions except setting their own stipend.

