



FARA Board Member Duties and Functions

The FARA Bylaws detail the duties and functions of the Officers of the association; i.e., President, Vice Presidents, Secretary and Treasurer. The bylaws are mute on specific duties and functions for all other Directors, who serve on the Board. In an effort to provide for a more efficient Board of Directors, and by extension, an entire association, the following lists the duties and functions of all FARA Board of Directors positions as approved by the Board on April 27, 2007. This document needs to be reviewed and updated after elections occur each year, to determine the appropriate individuals to serve as Board liaisons based on experience, as well as an overall review of duties and responsibilities for all Board members.

Board of Directors - All

The FARA Bylaws declare the following for the entire Board of Directors:

The Board of Directors shall, subject to instructions given by resolution passed at the Annual or at a special meeting of the membership:

1. Have charge of the affairs and funds of the Association for the purpose of carrying out any lawful activities deemed necessary to further the objectives of the Association
2. Establish and abolish standing and special committees and charge them with guidelines or a specific mission
3. Establish and publish yearly a strategic plan for the Association
4. Publish yearly an annual report on the activities of the Association and include a line item accounting of expenditures.

Immediately following the election each year, the President, in consultation with the Board of Directors, will assign Board members to serve as liaisons to each committee and as Canadian liaison to the Board of Directors. Each Board liaison shall:

1. Assist the Association by actively recruiting people to work on all committees
2. Serve as a mentor to the Committee Chair
3. Provide a Board perspective to the Committee
4. Relate questions and/or issues regarding Committee initiatives to/from the Board
5. Ensure that the Committee implements Strategic Plan initiatives
6. Provide reports to the Board on initiatives completed and initiatives in the works
7. Share pertinent information with other committees as the need arises

President

1. Preside at all meetings of the Association and its Board of Directors, including setting the schedule and creating the agenda
2. Appoint all Committee chairs upon recommendations made by the Board liaisons to each Committee
3. Serve as an ex-officio member on each of the standing Committees of the Association
4. Attend and participate on as many Committee teleconferences/meetings as is practicable or assign other Board members to attend in your stead
5. Perform such duties as may be required of this office by a vote of the Board of Directors or the membership
6. Enforce at all meetings the observance of decorum among the members
7. Authenticate all acts, orders and proceedings of the Association declaring its will in all things and obeying its bylaws and Roberts Rules of Order
8. Serve as, or appoint individuals to serve as, the Association's representative in matters before other public and private entities
9. Approve, in writing, all expenses of the Association
10. Appoint new Board members, should any seats become vacant

Vice Presidents-Both

1. Serve on as many standing Committees as is feasible
2. Promote all of the objectives of the Association nationwide
3. Perform such duties as assigned by the President and Board of Directors to whom s/he shall report
4. The Vice President-Fire Alarms shall serve as the Election Official for the election of the Secretary
5. In case the President cannot attend a meeting, the Vice President with the longest tenure on the Board shall serve as President Pro Tempore for the session

Secretary

1. Call the roll of voting members at the annual meeting
2. Prepare and present accurate minutes of the proceedings at the Annual Meeting and all meetings of the Board of Directors
3. Serve as the Election Official for all votes taken by the membership and the Board of Directors by secret ballot other than the election of the Secretary
4. Announce all meetings of the General Membership and the bi-annual meetings of the Board of Directors

Treasurer

1. Provide for the deposit of all Association funds
2. Sign all checks after obtaining written approval from the President
3. Ensure that all checks are properly documented with invoices, purchase orders or vouchers
4. Report regularly to the Board of Directors and Membership as to the financial condition of the Association
5. Research and recommend funding alternatives to the Board of Directors in an effort to ensure the solvency of the Association
6. Draft and present annual budget for Board approval

At-Large Directors

1. Serve as the Board liaison to a Committee as assigned
2. Perform such duties as assigned by the President and Board of Directors

Associate Director – Electronic Security

1. Serve as the Board liaison representing the interests of FARA's electronic security associates
2. Assist the Board in developing more value added programs for associate members

Associate Director – Fire Alarms – This position will be filled for the first time in April 2008.

1. Serve as the Board liaison representing the interests of FARA's fire associates
2. Provide advice to the Board on the direction of FARA's fire effort
3. Perform outreach to other fire organizations, both public safety and private, which can assist FARA in developing its own fire effort
4. Make recommendations to the Conference Committee on possible fire courses that can be offered at training symposiums

Associate Director – Vendors – This position will be filled for the first time in April 2008.

1. Serve as the Board liaison representing the interests of FARA's vendor associates
2. Perform outreach to other vendors relaying the importance of and benefits derived from being a member
3. Share pertinent information with other committees as the need arises
4. Serve on the Associate Committee to assist in developing more value added programs for vendor and other associate members

Immediate Past President

1. Serve as mentor to the new President
2. Assist the Board in providing historical information on why decisions were made
3. Assist in the creation and publication of the annual Strategic Plan and Annual Report
4. Educate the new President on roles, responsibilities and duties