

**VOLUNTEER FIRE POLICE
ASSOCIATION STATE OF NEW YORK**

STANDARD OPERATING GUIDELINES

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DUTIES OF THE PRESIDENT

The President is the “Chair” of the Board of Directors and has certain responsibilities which are set forth in the By-Laws, Article VI Section 1.

The President’s duties include but are not limited to the following:

- Chair the Association Annual Meeting, Board of Director’s Meetings, Convention, Fall & Springs Meetings and Special Meetings of the Association.
- Preside over the day-by-day operations of the Association with assistance of the Vice Presidents. This includes periodic follow-up with Regional Director’s, Elected Officer’s, Appointed Positions and Committees
- Appoint three Past Presidents if available and/or Directors-at-Large to act as tellers for the Association’s annual elections at the Convention, one will serve as chair.
- Assign two Sergeant-at-Arms to serve at the polling place for the annual elections.
- In the event of a vacancy in an elected officer position, will appoint an interim successor.
- Countersign all disbursement of funds that have been approved for payment as detailed in the Duties of the Treasurer’.
- Attend and/or assist Regional Directors to ensure that the Association is represented at wakes and memorial services for deceased members and that the family receives the Association’s Memorial Resolution.
- Report to Treasurer inventory for any purchased items/equipment in their possession.

The President with approval of the Board of Directors, will appoint the following positions: Legal Counsel, Liaison to Auxiliary, Newsletter Editor, Two (2) Sergeant-at-Arms, Parliamentarian, Website Coordinator and Director at Large.

The President with approval of the Board of Directors, will appoint the following standing committees: Advisory, Audit, Awards, Budget, By-Laws, Convention oversight, Credentials, FASNY, Fifty (50) year Certificate , Information Technology (IT), Law, Legislative, Memorial Service, Newsletter, New York State Fire Service Council/Law, Nominating, Parliamentarian, Sick and Benevolent, Standard Operating Guidelines(SOGs), Tom With Seminar (TWS), Training, Ways and Means, and Website Committees.

DUTIES OF FIRST VICE PRESIDENT

It shall be the duty of the First **Vice President** to assist the President with any tasks and roles as requested by the President to ensure optimal results at all gatherings of the Association. In the absence of the President or at the President's request, the First **Vice President** will preside over Association meetings. The First **Vice President** will assist to ensure the Association has representation throughout the state to attend Regional, County or other fire service organization meetings or events as invited, and ensure in the education, training, state/federal laws and mission statement of our Association.

All withdrawals from the Association's financial accounts (checking, savings, etc.) must be co-signed by either President or First Vice President and the Treasurer or Second Vice President for payment. The Treasurer will disburse funds after they have been properly approved as outlined in the Treasurer's SOGs.

To assist the Board of Directors in the selection of contractors and professionals that will serve the needs of the Associations.

Attend Association committee meetings when available or requested.

In the event of a resignation or long term absence of the President, the First Vice President will assume "Duties of the President" as outlined in the bylaws and section 1 of the SOG's manual.

DUTIES OF SECOND VICE PRESIDENT

It shall be the duty of the Second **Vice President** to assist the President with any tasks and roles as requested by the President to ensure optimal results at all gatherings of the Association. In the absence of the President and First Vice President or at the President's request, the Second **Vice President** will preside over Association meetings. The Second **Vice President** will assist to ensure the Association has representation throughout the state to attend Regional, County or other fire service organization meetings or events as invited, and ensure in the education, training, state/federal laws and mission statement of our Association.

All withdrawals from the Association's financial accounts (checking, savings, etc.) must be co-signed by either President or First Vice President and the Treasurer or Second Vice President for payment. The Treasurer will disburse funds after they have been properly approved as outlined in the Treasurer's SOGs.

It will be the duty of the Second Vice President to present items in excess of \$500 for items to the Board of Directors for approval and then to the General Membership for approval. All approvals will be forwarded to the Treasurer for payment with proper receipts for money paid in advance.

To assist the Board of Directors in the selection of contractors and professionals that will serve the needs of the Associations.

Attend Association committee meetings when available or requested.

The 2nd Vice President will have the special duty of presenting any resolutions from the Board of Directors at the next meeting of the Association.

In the event of a resignation or long term absence of the President and First Vice President, the Second Vice President will assume "Duties of the President" as outlined in the bylaws and section 1 of the SOG's manual.

DUTIES OF REGIONAL DIRECTORS

It is the responsibility of the newly elected Regional Director to correspond with the former Regional Director and current Delegates, prior to the convention, to be brought up to date on any matters or open issues in your region. This includes the schedule of upcoming regional and county meetings and training for your region. Additionally, ensure you are in possession of the up to date Director's copy of the Standard Operating Guidelines (SOGs) and By-Laws of our Association. The nine (9) Regional Directors will serve on the Board of Directors of the Association. The Delegate is elected at a regional meeting Forty five (45) Days prior to convention.

The Regional Director's Duties will also include but are not limited to the following:

- Prepare and submit a report for your region on events, important items, problems and your attendance at meetings and events. Directors are expected to attend Annual Meeting, Board of Director's Meetings, Convention, Fall & Springs Meetings and Special Meetings of the Association. If unable to attend, ensure your region has representation with a regional Delegate or a Director at Large (DAL)
- Ensure there are periodic regional and county Fire Police meetings in your region and keep your Counties up-to-date on any changes in the laws for Fire Police. The Director is expected to attend these meetings when possible, if not ensure a Delegate or DAL is in attendance.
- Assist your counties in training as needed and training dates and places in other surrounding counties.
- Educate members where they can get proper safety equipment.
- Notify Chief Chaplain and Presidents of deceased members in your region ASAP by phone, text or e-mail.
- Attend wakes and/or funerals for deceased fire police (members and non-members) in your region. Prepare and ensure the family of the deceased member receives the Memorial Resolution packet supplied by our Association.
- Prepare the "Deceased Member Notification Form" found on the VFPASNY website under "Files"/"Membership Information". for deceased fire police (members or non-members) in your region. Follow directions on form and mail/e-mail completed form as directed to appropriate officers. This is important to ensure the deceased is appropriately remembered during the annual Memorial Service at the convention.
- Advise the Presidents via phone call, text or e-mail of any problems in your region to see if it can be resolved before a formal meeting.
- Educate members on awards, applications, 50 year certificates, etc. and where to get the forms on the website. Bring a supply of forms (make sure it is the latest revision) to meetings for Delegates and members of our Association.

- When requested by county associations, swear in their officers utilizing the “Oath of Office” supplied in you packet.
- Attend monthly “Director’s Workshop” via zoom to share ideas, discuss challenges, mentor new directors, etc. to strengthen communication and the results of our Association.
- Prepare Region newsletter article by the due date to the Newsletter Editor including events, important items, awards, milestones (ie: 50 years of service), deceased members, election results, photographs and other happenings in your region.
- Provide Webmaster with your meeting schedule (dates, times and location) and other events and photographs you would like to share on the website.
- Train your Delegate(s) in your region as backups and to communicate to Association members and potential members the values of membership. The Delegate(s) will be your assistants throughout the region and at Association meetings and events. There should be two way communications between Director and Delegate(s).
- Director will provide a list of Delegate(s) in your region to the President, First Vice President, Second Vice President, Membership Secretary and Recording Secretary.

DUTIES OF REGIONAL DELEGATES

The Delegate is elected at a regional meeting to represent and attend meetings in the counties of the region and for the Association. They will assist the Director to disseminate training and safety, educate and update on duties of a volunteer fire police officer and changes in laws. The Delegate must serve at least one (1) year in this position to be eligible to run for Regional Director (Director) and enhance their career in the Association.

In the absence, short or long term, of the Director the Delegate will be responsible for the Duties of the Regional Director as outlined on pages 4 and 5 of this document "Standard Operating Guidelines (SOGs) and the By Laws Article VI section 7.

As a Delegate from your region, you should have a thorough knowledge of the duties of a NYS Fire Police Officer and be able to pass such knowledge on to others. The Delegate will be aware of safety and protection available as per ANSI-ISEA equipment.

Delegates must be knowledgeable of the chain of command of the Association.

DUTIES OF THE TREASURER

The duties of the Treasurer are outlined in the By-Laws, Article VI, Section 5. There will be an Assistant Treasurer approved by the President and Board of Directors that will assist the Treasurer as needed. If the Treasurer is absent (short or long term) the Assistant Treasurer will assume the responsibilities of this position and bring the Treasurer up to date for such matters.

It shall be the duty of the Treasurer to receive all money of the Association. Generally it will be received from the Membership Secretary (dues, photo ID sales, donations, etc.), Ways & Means Committee (raffles, 50/50, fund raising, etc.), and any other money collected on behalf of the Association. The Treasurer will issue a receipt to all persons or organizations that money is received from and shall keep an accurate and complete account of all money belonging to the Association. The funds will be kept in a financial institution (Federal Credit Union, Bank, and/or Thrift insured up to \$250,000 by the NCUA or FDIC) that is convenient for the Treasurer and approved by the Board. All withdrawals from the checking and/or savings account must be co-signed by President or First Vice President and the Treasurer or Second Vice President. The Treasurer will disburse funds after they have been properly approved. Proper approval will include but is not limited to:

1. Recurring operational expenses – items that were approved as such by the Board of Directors to maintain the Associations needs ie: web site fees for licensing/operational purposes, zoom meeting annual fees, newsletter generation and distribution fees, annual bonding fee, etc.
2. Individual Purchases up to \$500 – items needed to conduct the normal course of business and approved by the Board of Directors. ie: stationary, stamps, printer ink, files, mileage, stipends, etc.
3. Purchases in excess of \$500 – known items that are approved in advance for purchases that were approved by the Board of Directors and the majority of members at the next full Association meeting ie: Membership Secretary supplies for annual billing, convention representatives expenses, marketing items, new laptop, etc.
4. Emergency Purchases in excess of \$500 – unknown items that were needed to be purchased without pre-approval outlined in #3 above on an emergency basis. This must have Board of Directors approval of the President, Vice Presidents and majority of the nine (9) Regional Directors. In these instances it will be brought to the Membership at the next meeting for approval with an explanation why it was approved on an emergency basis- this scenario should be rare in occurrence. ie: Recording Secretary, Membership Secretary or Treasurer broken or stolen laptop that hinders the operation of the Association if not replaced, etc.

It will be the duty of the Second Vice President to present items in excess of \$500 for items (3 & 4 above) to the Board of Directors for approval and then to the General Membership for approval. All approvals will be forwarded to the Treasurer for payment with proper receipts for money paid in advance.

Additional Duties of Treasurer include but are not limited to the following:

- Perform monthly reconciliations of all financial accounts of the Association to ensure balances are accurate with financial institution(s).
- Present a written, signed report to the President, both Vice Presidents, and the Recording Secretary (to be kept with the minutes) at all meetings of the Association and the Board of Directors meetings of the Association finances and give a verbal report at the Board of Directors and Association meetings.
- Maintain an accurate record of all the Association inventory/possessions to ensure they are properly insured with an approved insurance company and approved annually by the Board of Directors.
- Ensure the Treasurer and Assistant Treasurer shall be bonded as required by a reputable company and reviewed annually by the Board of Directors.

For disaster recovery purposes, no less than annually, the Treasurer's reports and electronic records will be made available to the I/T Committee to be backed up to the Associations External Drive.

Responsibilities of the Treasurer for the Tom With Seminar (TWS) when held at the NYS Fire Science Academy in Montour Falls (Academy):

- Check on how many rooms will be available at the academy for the seminar.
- Keep the academy aware of how many rooms are booked, how many people are attending, and the names of attendees.
- Keep the Presidents, TWS Committee Chair and Academy up-to-date on a regular basis.
- Ensure that the seminar registration form is in the preceding Association newsletter and on the Association website.
- Collect registration fees and deposit in Financial Institution.
- Forward list of attendees periodically to Membership Secretary to review member/non-member status.
- Complete and forward the TWS Income & Expenditures Ledger on the seminar to the three (3) Presidents within thirty (30) days of the seminar closing. The form is found in the TWS Section 19 of the SOG Manual.

Responsibilities of the Treasurer for the Tom With Seminar (TWS) when held at an alternate location:

- Keep the Presidents, TWS Committee Chair and Academy up-to-date with how many people are attending and the names of attendees on a regular basis.
- Ensure that the seminar registration form is in the preceding newsletter and on the website.
- Collect registration fees and deposit in financial Institution.
- Forward list of attendees periodically to Membership Secretary to review member/non-member status.
- Complete and forward the TWS Income & Expenditures Ledger on the seminar to the three (3) Presidents within thirty (30) days of the seminar closing. The form is found in the TWS section 19 of the SOG Manual.

DUTIES OF THE RECORDING SECRETARY

The duties of the Recording Secretary are outlined in the By-Laws, Article VI, Section 3. There will be an Assistant Recording Secretary approved by the President and Board of Directors that will assist the Recording Secretary as needed. If the Recording Secretary is absent (short or long term) the Assistant Recording Secretary will assume the responsibilities of this position and bring the Recording Secretary up to date for such matters.

The Recording Secretary will:

- Keep a complete record of all proceedings (in person or virtual) of this Association, including meetings of the Board of Directors.
- Take meeting minutes.
- Distribute minutes to all officers via e-mail or regular mail within sixty (60) days of meeting.
- Read minutes at meetings when requested for final approval.
- Receive communications of the Association.
- Prepare response to communications when necessary with direction from the President or Board of Directors.
- Maintain the records and documents of the Association, including but not limited officer and committee reports (audits, Treasurer, Membership Secretary, etc.)
- Notify membership of meetings and deceased members by e-mail, regular mail, website, etc when requested by President.
- Prepare voting ballots for annual election of officers and if required at membership meetings.
- Perform any other duties that the President and Board of Directors require.

For disaster recovery purposes, no less than annually, the approved meeting minutes and all electronic records will be made available to the I/T Committee to be backed up to the Associations External Drive.

DUTIES OF THE MEMBERSHIP SECRETARY

The duties of the Membership Secretary are outlined in the By-Laws, Article VI, Section 4. There may be an Assistant Membership Secretary approved by the President and Board of Directors that will assist the Membership Secretary as needed. If the Membership Secretary is absent (short or long term) the Assistant Membership Secretary will assume the responsibilities of this position and bring the Membership Secretary up to date for such matters.

The duties of the Membership Secretary include but are not limited to the following:

- Maintain the Association Database with tabs for;
 - Active List
 - New member list
 - Complete list
 - Deceased List
 - Yearly removal from Active list
- Prepare invoice and mail annual dues notices to individual members or department/companies that pay members dues. Department/company invoices must be mailed by November 1st and individual invoices mailed by December 1st.
- Receive dues by mail, send receipt for payment and update database.
- Prepare and mail membership cards or stickers (plastic ID cards) to members or departments/companies and update database.
- Prepare weekly, biweekly, etc. detailed remittance letter (with breakdown of dues type and amounts) to Treasurer for checks, money orders and cash received. Photocopy checks and money orders and send money in mail with remittance letter to Treasurer. E-mail treasurer when mailed so they anticipate and ensure arrival. Retain copy of remittance letter and photocopies of checks for annual audit.
- Utilize remittance letter details to add information of deposit to Fiscal Year Dues Report for use to prepare written report for Association meetings and for submission to Audit Committee.
- Receive return mail for dues notices- if yellow sticker shows moved with new address, update database as such and re-mail invoice to new address. If no forwarding information on yellow sticker, check database for e-mail address, department/company info and call, or Google member to try and locate/fix address.
- Deceased member information is received from returned invoice, phone call, e-mail, text, receipt of Deceased Member Form from Directors, etc. Remove active member from Active File and insert into Deceased List of database, for past member remove from Complete List and add to Deceased List and for non-member add to Deceased List with date of death, region and department – code each category for Annual Memorial Service.

- Receive new application for membership- ensure info is correct and properly approved- add to New Member List, copy entire row of information and paste to Active List and Complete list in database.
- Attend Association Board of Directors Meeting (Friday night) and General Meetings (Saturday all day) for Spring, Fall and Special meetings and prepare and e-mail status report to Recording Secretary with copy to Presidents, Directors and Officers before meeting.
- Attend Tom With Seminar (TWS) and assist at registration/check in desk with Treasurer to ensure membership status of attendees, dues are paid, and any other questions. It is recommended to receive the list of attendee before the TWS to check status and if dues are paid up to date. This speeds the process at registration and you know those who are not members or who owes dues.
- Attend Convention and be at registration/check-in desk. Same recommendations as above TWS to speed up process. You will also be issuing voting passes for the members in good standing with dues paid that are qualified to vote.
- Attend audit on Thursday with all records for the fiscal year since last audit with forms and backup (including copies of checks) sent to Treasurer throughout the year.
- Submit Deceased report prior to convention to Chief Chaplain to ensure names of deceased members can be printed in bulletin and remembered at Memorial Service,
- Submit New Member statistics to Awards Committee prior to convention for top 3 regions sponsoring new members and top 3 members sponsoring new members.
- Provide Directors periodic Active List report from database for all members in their Region for assistance to retain membership.
- Follow-up when possible with Departments/Companies and individual members that are delinquent with dues for retention purposes. Notify Directors for assistance as well to retain membership.
- Receive dues at all meetings, convention and TWS and give cash/checks to Treasurer and receive receipt for same.
- Ensure members that request plastic photo ID cards have dues paid current, receive fee and send information to committee that makes the cards. Include checks for fees received in remittance report to Treasurer and copy all checks.

DUTIES OF THE SERGEANT AT ARMS

The duties of the Sergeant at Arms (2) are covered under Article VI, Section 6, page 13 of the By-Laws. The Sergeant at Arms shall be charged with the responsibility of preserving order and decorum at all meetings. They shall assist the President, Board of Directors and presiding officer in any request.

Article V, Section 5 Appointments 5.3 states: “the two (2) Sergeant at Arms are appointed and that one will be designated as the Chief Sergeant at Arms.”

The Sergeant at Arms are appointed by the President and Board of Directors annually and there are no limitations on their length of service. Each Sergeant at Arms submits a request for an Assistant Sergeant at Arms to the President for proper approval. The Sergeant at Arms and Assistants (4) are requested/required to attend Association Annual Meeting, Convention, Spring and Fall Meetings, TWS and any other Special Meetings.

They will enforce the rules that electronic devices will be turned off or on vibrate during meetings and training. They will also enforce the rule that hats will not be worn at meetings, with the exception of the annual memorial service when dress uniforms are worn. Failure to comply with these requests will be a warning for the first offense and repeat offenders will be asked to leave the meeting/training.

The Sergeant at Arms will maintain and store, in a dry secured area, all equipment of the Association in their possession. .

The Sergeant at Arms (2) and their Assistants (2) will ensure all appropriate Association equipment needed for the meeting is on hand and set up as prescribed as recommended below. This equipment includes:

- All flags, banner, flag toppers (eagles) and banner mounting brackets. These are kept in four tubes and large suitcase.
- Association sound equipment available and set up if needed. This equipment is kept in 1 tube and 1 large suitcase.
- Two-way radio equipment used by Sergeant at Arms and their Assistants to communicate. One additional radio will be for the dais so they can call for assistance as needed. The other radio will be given to the Auxiliary. This equipment is kept in one brief case.
- Association voting box is to be brought to the annual meeting and set up for the election of officers. Memorial Service equipment is to be set up for the Annual Memorial Service at the Convention and consists of:
 - Memorial Maltese Cross
 - Artificial flowers (red, white, blue, pink)
 - Memorial bell

- Memorial Service clock with the Association Prayer inscribed. This item is kept in the care of the Chief Chaplain it must be in place for the service.
- The hand cart to move the equipment.

The Sergeant at Arms (2) or Assistants (2) will ensure attendance is taken at all meetings of the Association. They will present all sign in sheets to the Recording Secretary/ Assistant Secretary to be kept with the official records of the meeting. They will also present all sign in sheets to the Awards Committee Chairperson.

The Sergeant at Arms (2) or Assistant will lead the Association with the Pledge of Allegiance to the nation flag.

The Sergeant at Arms (2) or Assistant will assist all invited speakers with setting up their equipment to be used in the program, distribute information, and assist with equipment at the Board of Directors and the Presidents meetings. After the meeting and program, will assist in returning the meeting back to the proper set up

Submits to the Treasurer, President and Recording Secretary a written inventory list of all items in their possession with serial numbers, description of items and where they are stored, at the Convention or Annual Meeting of the Association.

Convention:

All Association's inventory and equipment must be brought to the Convention.

Thursday afternoon:

- Reviews with the Convention Chairperson the location where the Association's items are to be stored during the convention. Items must be stored in a secured area with easy access and near the General Meeting Room.
- Reviews with the Convention Chairperson where photocopies can be made, who will make them and is there a cost for the copies. If not on site, where is the closest business they can be made.
- Submits to the Audit Committee the written inventory list of all items in their possession and a list of all expenses for the year. Items must be available to Audit Committee upon request.
- Prepares the room for the Board of Directors Meeting with the American Flag on the right of the dais, the Association Banner is clamped to the front of the dais head table.
- Reviews with the convention chairperson the location where area to be used for the general meetings. Is it a secured or locked room? If it is, set up the Association Flag to the President's left, at the end of the head table. The New York State Flag is to the left of the Association Flag.

Thursday night: Board of Directors (Board) Meeting and Training

- One Sergeant at Arms takes attendance at the Board Meeting. If a required attendee is absent, the President may ask you to locate them.
- Leads the Pledge of Allegiance at the Board Meeting
- Assist with handouts and make copies as needed.
- One Sergeant at Arms takes attendance at the training seminar.
- Leads the Pledge of Allegiance.
- Reports to the Board meeting to assist as needed.

After the Board meeting:

- Sets up the American Flag and Fire Police banner in the general assembly meeting room.
- Retains attendance records until turned over to the Recording Secretary, Membership Secretary and Awards Committee Chairperson.

Friday morning -Membership meeting and training:

- Takes attendance of the Board.
- Takes attendance of the membership present and turns these papers over to the other Sergeant at Arms.
- Both Sergeant at Arms and Assistants maintain order and assist in any handouts as needed.
- Ensures anyone needed for meeting or training is present, if not attempts to locate them.

Friday afternoon- Membership meeting and training:

- Takes attendance of the Board on the same sheet as morning attendance.
- Takes attendance of the membership present and turns these papers over to the other Sergeant at Arms.
- Both Sergeant at Arms and Assistants maintain order and assist in any handouts as needed.
- Ensures anyone needed for meeting or training is present, if not attempts to locate them.

After the Membership Meeting:

- Set up the room for the Memorial Service. (Can leave it up if it is a secured room.)
- There will be a Friday afternoon or Friday evening Memorial Service rehearsal.
- Reviews with Chief Chaplain and local Chairman if any changes are to be made in the service.
- Sergeant at Arms (2) guards the Maltese Cross and distributes flowers.
- Assistant Sergeant at Arms (2) takes attendance at the training seminar on a new sheet. They turn those papers over to the Sergeant at Arms.
- Remove all equipment at the end of rehearsal if the room cannot be secured.

Saturday morning -Memorial Service:

- Sergeant at Arms and Assistants wear Class A uniform or Formal Attire as outlined in Dress Code Section 23 of the SOG manual on page 34.
- Sergeant at Arms (2) enter in the Board procession. One will lead the Pledge of Allegiance. They both remain seated until the necrology presentation of flowers on the Maltese Cross.
- Assistant Sergeant at Arms are ushers and pass out the programs at the doors.

After the Memorial Service:

- Equipment not needed for the general meeting is removed and the room is set up for the morning general meeting,
- Change to Informal Attire on page 34 of SOG manual (if time permits.)

Saturday morning Membership Meeting:

- Takes attendance of the Board.
- Takes attendance of the membership present and turns these papers over to the other Sergeant at Arms.
- Both Sergeant at Arms and Assistants maintain order and assist in any handouts as needed.
- Ensures anyone needed for meeting or training is present, if not attempts to locate them.

Saturday Annual Election Voting:

- Time announced at Morning Membership (Usually runs between 1130 AM. and 1:00 PM.
- Sets up the box for the tellers and secures the room for the voting to begin.
- Maintains order and makes sure each dues paying member has a voting pass.
- Secures the room while the votes are being counted.
- Dismantles the voting box and returns it to the secured storage area.

Saturday Membership Meeting Afternoon:

- Same procedure as for Friday afternoon

After Saturday's meetings:

- Turns all training attendance sheets over to the local Chairperson and copies to Recording Secretary so that training certificates can be made.
- Checks with local committee and President as to their needs for the banquet.
- Sets up flags and banner for the banquet.
- Secures all other Association equipment.

Banquet:

- Sergeant at Arms leads the Pledge of Allegiance.

- Assists as needed.

After the Banquet:

- Secures all Association equipment.

Before leaving or within thirty (30) days after the convention, make copies of all attendance sheets and training sheet - send one set to the Membership Secretary, Recording Secretary and the Awards Committee Chairperson.

Spring and Fall Meetings

Before the meeting:

- Check with the President as to the needs for the meeting
- Check with the local chairperson, if they need the P.A. system.
- Bring the following items: All flags, stands and eagles, radios and batteries, VFPASNY banner, pole and clamps.

Friday evening:

- Sets up the room for the Board of Director meeting.
- Both Sergeant at Arms attend the Board of Director meeting.
- Leads the Pledge of Allegiance.
- Take attendance of all members present.
- Assist as needed.
- Secures equipment.

Saturday morning:

- A. Sets up equipment needed for the General Membership Meeting.
- B. Takes attendance of the Board.
- C. Takes attendance of the membership present and turns these papers over to the other Sergeant at Arms.
- D. Both Sergeant at Arms and Assistants maintain order and assist in any handouts as needed.

Saturday afternoon:

- Same procedure as for the morning.
- Turns all training attendance sheets over to the local Chairperson and copies to Recording Secretary so that training certificates can be made.

Before leaving or within thirty (30) days after the meeting, make copies of all attendance sheets and training sheet - send one set to the Membership Secretary, Recording Secretary and the Awards Committee Chairperson.

WEBMASTER AND WEBSITE COMMITTEE

The Webmaster is the chairperson of the Website Committee with the primary purpose to create, update, maintain and oversee the Association's web page. The committee will consist of the Webmaster and at least one (1) individual with knowledge and background utilizing this technology.

The responsibilities and duties of the Webmaster/ Website Committee include but are not limited to the following:

- Monitor activity of web page "hits" and usage.
- Direct to appropriate person or answer e-mails to Association e-mail address in a timely fashion.
- Submit a written report at all Association meetings and e-mailed to Recording Secretary prior to meeting.
- Monitor costs and ensure payment of domain name and other charges are paid.
- Create new items when requested with proper approval.
- Add appropriate approved photographs of meetings and events, award recipients, etc as outlined in the next bullet point.
- Receive and update the web page with changes that have been appropriately approved and submitted. Preferred method is to send via e-mail marked "urgent" in the title field. The submission requirements must have;
 - Name of person submitting the request
 - Contact information for them- phone /cell phone number, email address, mailing address
 - Approval if necessary of Chairperson of committee, President, Vice Presidents, Director, Webmaster, etc.
 - Regional or County meetings or special events to be added to the calendar may be submitted with the above and additional pertinent information. This additional info is region, title of event, date, time, location and any other relevant information.
 - Submissions must be appropriate- NO improper jokes, editorials, negative information or comments, pictures or logos that are improper and not properly approved.

The Board of Directors shall have the final decision regarding the Association's web page.

DUTIES OF THE ADVISORY COMMITTEE

The duties of the Advisory Committee are covered under Article VII, Section 1A of the By-Laws.

The Advisory Committee shall be composed of all Past Presidents of the Association. Members of this Committee may serve on other committees, be elected or appointed to offices that enable them to be on the Board of Directors, and perform other duties and functions as requested or recommended by the President or the Board of Directors. The Advisory Committee shall maintain a constant vigil over the VFPASNY Standard Operating Guidelines (SOGs). The Chairperson shall report to the President and the Board of Directors in writing any problems or situations that may need attention or immediate action to be taken upon them.

Due to geographical makeup of our organization and committees, committee members who deem that notification or action should be taken on a situation or subject, it should be made in writing (e-mail is acceptable) to the Committee Chairperson. Phone calls may be made for instant action or reference of the situation/ subject, however a letter of confirmation or e-mail must sent for record keeping. The Committee must meet as needed either in person, conference call or virtually (Zoom) to resolve issues and concerns. The Advisory Board may invite officers or concerned parties to attend a meeting as a resource or for clarification purposes on a matter.

This Committee's expertise and knowledge into the mission statement and day to day operations of this Association's business, they will ensure and advise the President, Board of Directors and membership when applicable of any recommendations they may have to offer for the good and welfare of this Association and its membership continued well being.

The Advisory Committee is required to give a written report at the Annual Meeting, Convention, Spring and Fall Meetings and any other Special Meetings

DUTIES OF THE AUDIT COMMITTEE

The duties of the Audit Committee are covered under Article VII, Section 1C of the By-Laws. There will be an annual audit conducted for the prior fiscal year (May 1st through April 30th).

The scope of the audit will include but is not limited to the following:

- Review of the Treasurer's Ledger against the reconciled monthly statements of the financial Institution, purchase receipts, and minutes of the Association.
- Records of Membership Secretary money sent for dues, plastic ID cards, donations, etc. to Treasurer with copies of checks/receipts for cash, etc versus Treasurer's Ledger and deposits on monthly statements.
- Records of Ways and Means committee money given to Treasurer versus Treasurer's Ledger and deposits on monthly statements.
- Review of expenses versus four (4) levels of approval for expenses in Treasurer's SOGs and in meeting minutes of the Association.
- Visual inspection of equipment and serial numbers when applicable held by the Sergeant at Arms and others versus Treasurers Inventory list and insurance policy listing of such items.
- Any other financial transactions of the Association (ie: newsletter article fees, TWS fees/expenses, fund raisers, etc.).
- The random sampling of items listed above will be no less than 10% of the deposits and expenses.

The written report from the committee shall account for all accuracies and discrepancies of their findings, as well as, making recommendations as needed and when needed, to the Board of Directors at the Annual Meeting. After review by the Board of Directors, the report will be read at the Annual Meeting- General Membership session. Any approved changes to procedure or policies will be forwarded to the SOG committee for updates.

The Audit Committee signed original signature report will be forwarded to the Recording Secretary with copies to the President, Vice Presidents and a copy retained by the audit committee for reference and starting balances for following years audit.

If there are any requests by the Treasurer, Officers, Members of the Association for a special audit made to the Audit Committee or the Board of Directors, there may be a more frequent audit.

DUTIES OF THE AWARDS COMMITTEE

The duties of the Awards Committee are covered under Article VII, Section 1.1 C of the By-Laws. The committee will consist of two (2) to four (4) Active Members, Directors, Delegates, DAL's, and/or Past Presidents.

The Awards of the Association will include but are not limited to the following:

- Fire Police Officer of the Year Award
- George E. Woodman Award for Fire Police Service Achievement
- Delegate or Director-At-Large of the Tear Award
- Region Award for new membership for previous fiscal year. (First, Second and Third Place)
- Individual Member Award for new membership for previous fiscal year. (First, Second and Third Place)
- Attendance Award

The qualifications for nomination of the first 3 awards listed above are explained on the forms which are on the Association web site under the files tab. The nomination forms will be forwarded to the committee by the deadline listed on the form to be reviewed and investigated by the committee. The committee will choose the winner for the award and others will be issued a certificate of achievement by the committee, to be given at the convention.

The winners for the new membership awards will be supplied upon request of the committee to the Membership Secretary. Attendance award will be compiled by the committee from information obtained after events. The winners will receive a certificate at the convention.

There may be Presidents Award(s) for loyal and dedicated service annually to the VFPASNY given at the convention as selected by the President. The Awards Committee will assist in purchasing of these awards to be distributed by the President at the convention.

If any recipients for the above awards are not present at the convention, arrangements will be made at a meeting of the Association or local Regional/County meeting to present the award.

DUTIES OF THE BUDGET COMMITTEE

The Budget Committee purpose is to create and oversee the spending and resource allocation plans for our Association, while maintaining fiscal responsibility. The committee will consist of Chairperson and five (5) individuals with financial background including the Treasurer, Membership Secretary, Ways and Means Committee Chairperson and the Recording Secretary.

The Budget Committees responsibilities include but are not limited to the following:

- Request anticipated income and expense projections from dues, ways and means projects, newsletter advertisements and Tom With Seminar.
- Prepare the annual budget (income and expense) for the Association and Board of Director approval at the Spring Meeting.
- Ensure income budget is on target throughout the year.
- Ensure that committee spending habits are adhered to for their approved budget.
- Ensure smooth operation and financial solvency for the Association and to stave off any financial problems.
- Report to Board of Directors any variations to approved budget that may have a negative financial impact on the Association.

DUTIES OF THE CONVENTION OVERSIGHT COMMITTEE

The convention oversight committee will work with the local committee (host) to assist and ensure the convention site will fit the needs of the Association. The duties of the Convention Oversight Committee include but are not limited to the following:

- Review the contract with the hotel to ensure there are no hidden costs to the region/county hosting the event.
- Ensure the costs associated with hosting the convention will be covered by the registration fee.
- Visit the location (hotel) of the convention to ensure rooms will have adequate space for the general meeting, memorial service, vendors, ladies' auxiliary, and the area for voting. This requirement will only be in effect if it is the first time the Association will be utilizing this location.
- Ensure that there are accommodations available for special needs/handicapped attendees, including but not limited to parking areas, entrances, etc.
- Ensure technological equipment will be available to fill the needs of the Association by the venue. If not, ensure needed equipment will be supplied by other means.

The committee may also be called upon by the President or Board of Directors to assist the host department for the Spring & Fall meetings, or any Special meetings of the Association. These meetings are generally held in the host department's fire station and the above stated requirements will apply, if applicable. The committee will also check with the host department for the location and costs of hotels, motels, etc. and ensure rooms are reserved for members needing accommodations for out of town meetings.

DUTIES OF THE CREDENTIALS COMMITTEE

The Credentials Committee will support the Nominating Committee, President or Board of Directors to ensure candidates for an elected or appointed position/committee are qualified to hold that position. The duties of the Credentials Committee include but are not limited to the following:

- Review letter of intent and resume for candidates from the Nominating Committee.
- Interview the candidate if necessary.
- Review recommended candidates for appointment to committees and/or vacant positions when requested by President and Board of Directors.
- Oversee the purchase by the Treasurer or committee, when requested, the order for badges, signs, shields, name tags and/or any other items for proper identification of members/Officers.
- Assist Membership Secretary if requested, to ensure members are registered and qualified to vote.

DUTIES OF THE NOMINATING COMMITTEE

The Nominating Committee will ensure there is a slate of Officer's for the annual elections of the Association. The committee will consist of at least three (3) members who are not currently candidates for office.

The duties of the Nominating Committee include but are not limited to the following:

- Receive letters of intent and/or resume from members seeking an office.
- Investigate that candidate meets prerequisites/eligibility to run for the office.
- Submit candidate's letters of intent and resume to Credentials Committee for investigation and/or interview the candidate.
- Seek candidates for office in cases where there were no letters of intent or candidate deemed not qualified by Credentials Committee.
- Present slate to Board of Director's at Spring Meeting.
- Receive resignation letter from current position if an Officer is nominated for a different position as per Article V section 3 of bylaws.

DUTIES OF THE SICK AND BENEVOLENT COMMITTEE

The Sick and Benevolent Committee should be notified of news about any member that are sick, hospitalized, despondent, have passed away, or are experiencing other types of spiritual or physical distress. The committee shall consist of the Chief Chaplain, nine (9) Regional Chaplains and the Membership Secretary. The Chairperson is the Chief Chaplain of the Association.

The Budget Committees responsibilities include but are not limited to the following:

- Receive information as quickly as possible of the member's status, so necessary action may be taken as needed.
- Chairperson will notify the Officers, Regional Directors and Chaplains of the Association (within HIPPA guidelines) of the situation and of the action which is recommended.
- Chairperson shall supervise the sending of appropriate cards and other items as the situation calls for.
- Work with Presidents, Regional Directors and Chaplains in the event of death where Association shall be represented and/ or a part of the wake/service..
- Advise and make recommendations to the President and Board of Directors of any thoughts or ideas which may better the cause of this committee actions and responsibilities in caring to the needs of our members and their families.
- Any other duties that the Board of Directors or the President may require
- Submit a written report at the Annual Meeting, Convention, Spring and Fall Meetings and any other Special Meetings

DUTIES OF THE TOM WITH SEMINAR (TWS) COMMITTEE

The TWS Committee will determine the location and logistics for the annual TWS as soon as possible during or immediately after the convention. The TWS may be held at the NYS Academy in Montour Falls (additional guidelines at the end of this document) or another location, preferably in the middle of the state, that can handle the logistics needed to conduct the seminar. The committee shall consist of Chairperson, Treasurer, Membership Secretary, and two (2) or three (3) DAL's.

The TWS Committees responsibilities include but are not limited to the following:

- Develop topics, curriculum and speakers for the program. Communicate with Training Committee topics and curriculum.
- Secure hotels and/or housing for seminar.
- Arrange for Saturday breakfast and lunch at seminar site.
- Secure speakers for seminar.
- Treasurer and committee will prepare the registration form to be published in newsletters, added to Website and hardcopies to be distributed by Regional Directors and Delegates at regional meetings. This form with logistics for housing, Saturday meals and pricing will be approved by President and Board of Directors.
- Notify the appropriate contacts at various NYS fire service associations (FASNY, NYS Chief's Association, etc.).
- Ways and Means Committee will provide location for an information booth for various NYS fire service associations if requested.
- Treasurer to submit list of attendees periodically to Membership Secretary to review membership status so that the correct fee is collected.
- Treasurer and Membership Secretary shall set up on Friday night for Saturday morning registration.
- Sergeant-at-Arms will have necessary/required Association equipment immediately available in working condition by Saturday morning.
- Sergeant-at-Arms will have 2 way radios throughout the seminar.

- Ways and Means Committee will arrange for the Association to have a table to sell 50/50 tickets and raffle items. They will also provide tables for outside vendors to sell appropriate fire police items. Outside vendors will be asked to donate an item to be raffled off.

- Monies collected by Membership Secretary for dues and Ways and Means Committee for Association table sales will be given to Treasurer at the end of the Seminar.

- Treasurer and Committee Chair will complete the TWS Income & Expenditures sheet and submit to President and Vice Presidents within thirty (30) business days of the completion of the seminar.

TOM WITH SEMINAR @ NYS ACADEMY in MONTOUR FALLS

If the seminar is held at the NYS Training Academy in Montour Falls, the additional steps are as follows:

- The Treasurer and Membership Secretary shall set up on Friday night at the main entrance and on Saturday (one hour before the start of the seminar) in the first-floor rotunda.
- Due to the logistics at the seminar the two (2) Sergeant-at-Arms, two (2) Assistant Sergeant-at-Arms, are needed to ensure a smooth operation. It is recommended that two (2) additional assistants be appointed for the seminar session, for a total of six (6). The recommended stations are; two (2) in the main auditorium, two (2) at the door to the auditorium (bottom of the stairs) and one (1) each at the lobby (top of the stairs) and one (1) at the rotunda outside of the cafeteria.
- There will be no vendors that will sell items in violation of academy policy.
- Meals will be served in the cafeteria.
- Training will be held in the auditorium.
- Monday immediately following the completion of the seminar, the committee chair, or designee, will call the academy bureau chief or deputy and reserve the scheduled date for next year's seminar with the academy.
- The committee designee will call the academy during the first week of May to re-confirm the date was approved on next year's calendar schedule.
- The committee shall then contact the President and Board of Directors to verify that the Association desires to hold the seminar at the academy the following year.
- If approved, confirm the logistics with the academy.

Before leaving or within thirty (30) days after the seminar, the Sergeant-At-Arms will make copies of all attendance sheets and training sheet - send one set to the Membership Secretary, Recording Secretary and the Awards Committee Chairperson.

TOM WITH SEMINAR
INCOME & EXPENDITURE LEDGER SHEET

Total Number of attendees: _____ Members _____ Non-members _____

Number of attendees requiring lodging on campus: _____

Total number of meals paid for _____ Free meals _____

Total money collected \$ _____

Cost for lodging and meals \$ _____

Cost to provide certificates \$ _____ To whom paid _____

Miscellaneous expense \$ _____ Description _____

Miscellaneous expense \$ _____ Description _____

Total Expenses: \$ _____

Profit or (Loss) \$ _____

Date _____ Prepared by _____

DUTIES OF THE TRAINING COMMITTEE

The duties of the Training Committee is to assess the information and training needs of our membership and to develop, coordinate and/or deliver programs to fulfill those needs. The committee will consist of three (3) members including the Chairperson, and serve at the direction of the president and board directors.

The Training Committees responsibilities include but are not limited to the following:

- Identify Association's membership information and training needs.
- Design training workshops to be delivered in person and zoom.
- Coordinate training activities with Association convention committee, spring and fall meeting host. Will communicate with TWS Committee on training schedule.
- Ensure that training certificates are prepared per the training certificates guidelines per Section 27 of this manual, and distributed to attendees.
- Committee Chairperson will prepare annual budget requirements to cover certificates and any other operating expenses (receipts will be needed) and submit to Budget Committee at fall meeting.
- Committee Chairperson will supply a written report to the President and Board of Directors before each meeting.

DUTIES OF THE WAYS AND MEANS COMMITTEE

The primary source of funding for our Association is dues collection, and the Ways and Means Committee shall devise methods to raise money for the Association's Treasury. For optimal results, the committee will consist at a minimum of three (3) members, including the Chairperson.

The committee shall also oversee at the spring, fall and annual meetings, convention, TWS, and special meetings, the rent or leasing of exhibitors and vendors. They shall set the cost/rate for each table and/or space which shall be rented or leased, and/or arrange for a raffle donation for the Association's raffle with the approval of the Board of Directors.

The committee will ensure that raffles, chances, and/or other means of fund raising are conducted accordingly through advance notices of such request and upon their recommendations and acceptance from the Board of Directors.

The committee will ensure that ample space is available for the Auxiliary and Association, and exhibitors and vendors needs.

There will be no selling by officers, members and/or vendors which would be a "conflict of interest" or be in "bad taste" of our Association's well being or of its reputation and honor.

DUTIES of the ZOOM (VIRTUAL) COMMITTEE

The Association has contracted with Zoom to conduct virtual meetings and training for its members. As a result, this committee has been established consisting of a Chairperson and two (2) “Co-Chairs” to maintain the relationship with the vendor. The Zoom account is a personal account which must be renewed annually and is limited with number of attendees (100). It can be expanded for an additional fee to include up to 500 attendees.

Usage of Zoom is as follows:

- Zoom account is available to all Association members (at no charge) to conduct Association business.
- Use of zoom requires the member to contact a committee member and reserve the system with date, time and subject matter.
- Name of member that will host the meeting, length of meeting, special needs, etc. The committee can assist with set-up and hosting when requested.
- Meetings can be recorded.
- Good judgment is always required with no jokes, bad language, poor taste photos, etc. If this is not adhered to, the committee may ban the member or committee from approval of future zoom usage.

The Zoom Committee will submitted a written report to the Board of Directors at Annual Meeting, Convention, Fall & Springs Meetings, Special Meetings of the Association - or - upon request of Board to ensure this tool is utilized before the annual contract is renewed to justify the expense.

DRESS CODE FOR OFFICERS

There will be two (2) official Dress Codes for Officers of the Association. The first will be Formal Attire- which will be worn at the Convention Memorial Service and Banquet, and whenever representing VFPASNY at meetings, funerals, award dinner presentations, etc. of outside organizations. The second will be Informal Attire- which will be worn at the Annual Meeting, Fall & Springs Meetings, Special Meetings of the Association, TWS, etc. The Dress Codes are as follows

Formal Attire

- Black or Navy blue blazer
- White shirt
- Black or dark blue tie
- Tie tack or clasp
- Black pants or skirt
- Black socks
- Black shoes
- Pocket badge or lapel badge
- American Flag on lapel (optional)
- Black mourning band on Officer's badge at Wakes and Funerals

Informal Attire

- Authorized shirt with Association logo
- Black pants or skirt
- Black socks
- Black shoes

The President can change the dress code for an event listed above or for an event that is not listed. Such a change will be given before the event and be only for that event.

A fine of \$5.00 will be imposed on any Association Officer not in the appropriate attire, as stated above, payable before close of Meeting/Event.

REQUIREMENTS FOR MEETINGS

Requirements for hosting Spring, Fall, Special meetings of the Association are as follows:

- Region, county, or department that would like to host a meeting, must put in a request for the meeting at least one (1) year before the meeting. The host will include the dates, times, list of hotels/ motels in the area and the cost of each. Also, a list of restaurants in the area.
- Request must be in writing with the location for Friday night Board of Directors and Saturday membership meetings (hotel/ motel or at the local fire station) and read at a Board of Director meeting for approval.
- Inform the requesting region, county or department of decision. If approved, that they will be hosting the meeting. If denied, reason for denial.
- Upon mutual agreement of host and Board, the President will advise the membership of the location, date and time at the Saturday meeting.
- The host will provide lunch on Saturday, either prepared in house by the host or with an outside source. The cost of the lunch will be paid by the attendee, it can be set and announced the day of the meeting. The host can supply the lunch at no cost to members at the meeting.
- The host will secure the training and instructor for Saturday meeting. The training can be up to two (2) hours long. The training subject and material must be helpful to the duties of the Fire Police. The Association Training Committee should be advised of the subject matter and/or consulted if assistance is needed.
- Host should provide electronic equipment as needed for training at the meeting. The Association can assist with this if we have equipment needed. Sergeant at Arms and/or Training Committee should be consulted before meeting weekend in these matters to provide available equipment at meeting.
- Certificates for training will be provided by host as per Training Certificate SOGs.

.PROCEDURES FOR ELECTIONS

Any candidate on the ballot will not be eligible to serve on the Nominating Committee or as a Teller for the vote. If this situation occurs, the President will replace the candidate. Campaign material may not be displayed or distributed in the meeting room until after the Memorial Service.

The Election Procedure is as follows:

- Candidates running for office will be announced at the Friday and Saturday meetings before voting begins.
- All handouts must be removed before the afternoon session.
- Members will need a voting pass to vote. These passes will be distributed to all members in good standing with dues paid up to date who have registered for the convention. The voting passes, created by the Recording Secretary, will be distributed at the convention registration desk after approval of the Membership Secretary of member good standing dues status.
- Candidates for election will vote first, when applicable and immediately leave the voting area after submitting ballot.
- Current Officers and members will vote next.
- Everyone must leave the voting area immediately.
- There will be no talking when voting.
- Members must make sure to mark the ballot clearly, illegible ballots will be voided.
- Write in votes must be printed, legible and spelled correctly for it to count.
- Failure to comply and readable to be counted.

The voting results will be announced at the end of the afternoon meeting session..

RULES FOR TRAINING CERTIFICATES

A Certificate of Training will be given out for all training at Association meetings.

The following must be on each Certificate:

- Name of the Association with the names of the region, county association, or the Office of OFPC of the State of New York where the training is given.
- Name of the course, for each class given.
- Number of hours of training for each class
- Place that the training was given (city, county, etc.)
- Date of the training.
- Location of training (name of fire station, hotel, or other location).
- Name of the city, town, village, and county.
- Name of the Instructor(s).
- Name of the Region Director.
- Name of the Association President and Vice Presidents.
- May have the name of County President, Association President, Regional Association President or the head of the regional OPFC of the State of New York office if they are offering the class.

QUALIFICATIONS FOR OFFICER AND APPOINTED POSITIONS

Candidates for officer or appointed positions must be an active member in good standing with the Association, They must submit a letter of intent with resume to the Nominating Committee as per the By Laws.

The qualifications to run are as follows:

- President- must have served at least one full year as 1st Vice President. A President having completed a full three-year term, shall not succeed himself, except under certain specific circumstances approved by the Board of Directors and membership.
- First Vice President must have served at least one full year as Second Vice President.
- Second Vice President must have served at least one full year on the Board of Directors.
- Region Directors must have served at least one full year as a Region Delegate and are elected at their Regional Meeting at least Forty Five (45) days before the convention.

ORDER OF BUSINESS FOR MEETINGS

All meetings of the Association will follow the most current edition of “Roberts Rules of Order”.

The Order of Business agenda will be as follows:

- Pledge of allegiance
- Opening prayer
- Safety and housekeeping information
- Introduction of host officers
- Reading and Approval of last meeting minutes
- Reading and Approval of the Treasurer report
- Reading and Approval of the Membership Secretary report
- Reading and Approval of the Web Master report
- Committee reports
- Sergeant at Arms report
- Chief Chaplain report
- Regional Directors report
- Vice Presidents report (2nd VP-1st VP)
- President Report
- Location and Date of next meeting
- Closing Prayer
- Motion to Adjourn

Training will be inserted as time allows during the agenda.

ORDER OF BUSINESS FOR ANNUAL CONVENTION

All meetings of the Association will follow the most current edition of “Roberts Rules of Order”.

The Order of Business agenda for the Annual Convention will be as follows:

FRIDAY

- Pledge of allegiance
- Opening prayer
- Opening Ceremony
- Posting of the Colors
- Introduction of host officers
- Safety and housekeeping information
- Introduction of host officers
- Reading and Approval of last meeting minutes
- Reading and Approval of the Treasurer report
- Reading and Approval of the Membership Secretary report
- Reading and Approval of the Web Master report
- Training will be inserted here dependent on time*
- Committee reports
- Lunch
- Completion of committee reports
- Training will be inserted here dependent on time*
- Adjourn meeting for the day
- Memorial service rehearsal
- Free Time/Dinner
- Training may be placed here*

SATURDAY

- Line Up for Memorial Service
- Safety and housekeeping information
- Memorial Service and Announcements
- Break
- Reconvene Business Meeting- committee reports if not completed
- Training may be placed here dependent on time*
- Instructions for voting and slate on ballot
- Lunch and voting

- Sergeant at Arms report
- Chief Chaplain report
- Regional Directors report
- Vice Presidents report (2nd VP-1st VP)
- President Report
- Training may be placed here dependent on time*
- Results of voting
- Completion of business of the Association
- Motion to Adjourn
- Closing Prayer

* Agenda may be adjusted as time allows accommodating instructors.