



Minnesota Fallen Firefighters Memorial Association

ANNOUNCEMENT of ANNUAL BUSINESS MEETING 2004

MFFMA will be holding its third annual business meeting on Saturday, 30 October 2004. The day will start with our annual training starting at 09:00, place to be announced. Lunch will be provided by MFFMA and the business meeting will start right after lunch. Hutchinson Fire Department will be hosting this meeting. The meeting will start approximately at 12:30 and, hopefully, be concluded by 14:00 or 15:00.

An exact agenda will be published shortly before the meeting. A major event will be the election of officers. See the attached position descriptions. If you have any nominations for the following positions, please submit them to Richard Cady, no later than 08 October 2004, so that ballots may be prepared. Proxy votes are not allowed, therefore, you must be at this meeting to vote for officers or vote on issues.

Positions Up for Election:

2004 First Director Incumbent Richard Cady (term ends 2007)

2004 Third Director Vacant (term ends 2006)

2004 Fourth Director Vacant (term ends 2007)

Please submit nominations for all positions. Please be specific. All nominations will be kept anonymous to reduce any politics or ill feels. Nominees shall be regular paid annual, life members, or honorary members.

All newly elected officers will take charge of their position on 1 January of the following year, allowing the incumbent officers to finish out the current calendar year.

Please submit all nominations for these officer positions by 08 October 2004.



Minnesota Fallen Firefighters Memorial Association

BOARD of DIRECTORS MEMBERS POSITION DESCRIPTION

As per the Bylaws of this organization, the Board of Directors (BoD) shall consist of seven members. Three of the members have special titles and additional responsibilities.

DIRECTORS

In general, all members of the BoD, regardless of titles and/or responsibilities, must have good business sense for making MFFMA business decisions. Each Director must attend at least 75% of Board monthly meetings. Directors shall propose and vote on policies, directives, desires, business decisions and general guidance for the organization so that the day-to-day operatives are able to do what most be done to promote and advance the cause of MFFMA.

CHAIRMAN of the BOARD

The additional responsibilities of the Chairman of the Board (CotB) is to:

- a. Preside over the monthly BoD meeting.
- b. Facilitate the BoD meeting to keep it on track in accordance with the agenda established for the meeting.

The CotB is a director like any other in that he/she has no more voice or authority than any other member of the BoD, with the exception of a tie vote; the CotB may break the tie vote by making a decision.

SECRETARY of the BOARD

The additional responsibilities of the Secretary of the Board (SotB) are to:

- a. Prepare and publish a draft meeting agenda two weeks prior to a scheduled BoD meeting so that Directors may provide suggested subjects to be discussed.
- b. Coordinate any meeting date changes, as required.
- c. Publish a final agenda just prior to meeting.
- d. Records minutes of the BoD meeting.
- e. Publish minutes for the Director's review within seven days of the completed meeting.
- f. Record election results, minutes, discussions and actions taken during the MFFMA annual business meeting and any special meetings called.

TREASURER

The additional responsibilities of the Treasurer is to:

- a. Prepare and publish a monthly financial report for the BoD meeting.
- b. Account for all funds taken in or expended.
- c. Make recommendations on spending based upon personal knowledge of the state of the treasury and the cash flow involved.

CLARIFICATION

In accordance with MFFMA Bylaws, the BoD does not manage the operational portion of MFFMA. MFFMA has four operational decision-makers. All four are appointed by the Commander and ratified by the BoD. These people have been selected for their abilities to fulfill the responsibilities and duties of the positions. These positions are: Executive Officer, Chief Administrative Officer, Operations Officer, and Honor Guard Commander. (Please see the Position Descriptions of these Officers published separately).