

Policy Manual

Oregon

Fire Service

Office Administrators

Revision as of April 2010

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1.0 Organizational

1.1	Mission Statement -----	1
1.2	Motto-----	1
1.3	Statement of Values -----	1
1.4	Vision Statements -----	1
1.5	Goals, Objectives, Performance Measures and Targets -----	1
1.6	Annual Meeting Date -----	2
1.7	Membership and Renewal Processes, and Development of Roster -----	2
1.8	Awards -----	3
	President's Award -----	3
	Lifetime Achievement Award -----	3
1.9	Acknowledgement of Service -----	3
1.10	Accreditation Program -----	3
1.11	Policy Review, Dating, Numbering -----	3
1.12	Participation between Oregon Fire Service Organizations -----	4
1.13	Participation on Oregon Fire Service Committees -----	4

Financial

2.1	Fiscal Year -----	5
2.2	Committing OFSOA Funds -----	5
2.3	Commitment of Funds by Board Members -----	5
2.4	Reimbursement of Expenses -----	5
2.5	Conference, Workshop, and Event Expenditures -----	6
2.6	Catered Meetings -----	7

3.0 Officers

3.1	Board Member / Officer General Guidelines -----	8
3.2	President -----	8
3.3	Vice President -----	9
3.4	Secretary -----	9
3.5	Treasurer -----	9
3.6	Immediate Past President -----	10
3.7	Regional Representative -----	10
3.8	Board Liaisons -----	11

4.0 Committees

4.1	Committee Chair General Guidelines -----	12
4.2	Committee Chair Reports-----	12
4.3	Board Liaisons-----	13
4.4	Communications Committee -----	13
	Website Subcommittee-----	13
4.5	Education Committee -----	14
	Accreditation Subcommittee -----	14
	Conference Subcommittee -----	14
	Scholarship Subcommittee -----	15
4.6	Membership Committee -----	16
	Hospitality Subcommittee -----	17
	Merchandising Subcommittee -----	17
4.7	Protocol -----	18
	Parliamentarian -----	19

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These organizational policies apply to all persons directly or indirectly associated with the Oregon Fire Service Office Administrators.

1. Organizational

1.1 Mission Statement

- 1.1.1 To support Oregon's fire service office personnel through education and networking.

1.2 Motto

- 1.2.1 Sharing a Standard of Excellence.

1.3 Statement of Values

1.3.1 Relationships

- 1. We value developing and maintaining relationships that are supportive and encouraging.

1.3.2 Image

- 1. We value the professional image of our organization as an integral part of the fire service.

1.3.3 Communications

- 1. We value timely communication that supports the needs of our members.

1.3.4 Training

- 1. We value progressive education and training that is pertinent to the professional and personal growth of our members.

1.4 Vision Statements

- 1.4.1 The premier organization that office personnel want to join.

- 1.4.2 Recognized by the fire service as the leading administrative resource and a valuable partner.

- 1.4.3 An organization that empowers members to succeed in their jobs.

- 1.4.4 The leading education and training resource for all fire service office personnel.

- 1.4.5 An organization that continually inspires our member's personal and professional growth.

1.5 Goals, Objectives, Performance Measures and Targets

- 1.5.1 Provide timely and effective communication to association membership.

- 1.5.2 Deliver quality education and training that encourages and supports professional and personal development.

- 1.5.3 Create a highly effective and efficient organization.

- 1.5.4 Provide comprehensive, up-to-date, and reliable information and assistance to the fire service.

- 1.5.5 Develop effective partnerships with other fire service organizations.

1.6 Annual Meeting Dates

Establishing future dates of the OFSOA annual meeting.

- 1.6.1 The OFSOA annual meeting shall be scheduled, whenever possible, on a date that does not conflict with the annual meetings or conferences of other fire service organizations.
- 1.6.2 The annual meeting of the Oregon Fire Service Office Administrators shall be held during the Annual Conference.

1.7 Membership and Renewal Processes, and Development of Roster

Providing steps for processing new members, renewing continuing members, and maintaining the membership roster for use of OFSOA members.

- 1.7.1 New member process
 - 1.7.1.1 New member completes application form.
 - 1.7.11.1 When possible download the current application directly from the website.
 - 1.7.1.2 New member submits application with payment to the current OFSOA business office address.
 - 1.7.1.3 OFSOA Treasurer verifies receipt of check with application.
 - 1.7.1.3.1 If payment is not received; applicant is invoiced and application held until payment received.
 - 1.7.1.3.2 If application form is not received with payment then the form is sent to applicant; process does not proceed until application form is returned to Treasurer.
 - 1.7.1.3.2.1 This may occur when membership is included as part of event registration.
 - 1.7.1.4 When application and payment is received the OFSOA Treasurer records date of payment as membership date and forwards the original to the Membership Chair.
 - 1.7.1.5 Membership Chair receives application, provides membership number, records membership number and region on the application, and forwards copy to Website Committee.
 - 1.7.1.6 Membership Chair creates a membership card to send with a copy of application to the appropriate Region Representative.
 - 1.7.1.7 Region Representatives prepares and delivers or sends out Welcome Packet with individual's membership card to new member.
 - 1.7.1.8 Each member, with their membership card, will receive instructions to access www.ofsoa.com for the membership roster, agency information, organization documents, and event information.
 - 1.7.1.8.1 If internet access is unavailable, the documents can be provided in an alternate format.
 - 1.7.1.9 Region Representative provides an article for the newsletter highlighting the new member to the Communications Chair.
 - 1.7.1.10 Website Chair or designee enters new member login information on website, adds agency and member information to the OFSOA database, and adds new member to email list.

1.7.2 Renewal Process

Treasurer during May or June will send dues invoices for the next fiscal year, and Hospitality/Website provides member information page for updating. Members return dues payment and revised information page.

1.7.2.2 Treasurer verifies payments and faxes forms to Membership Chair and Hospitality/Website.

1.7.2.3 Membership Chair sends membership card to member

1.7.2.4 Hospitality/Website updates any changes needed in the database or web server.

1.7.2.5 Additional dues reminders and informational page may be processed as required.

1.7.3 Updated Roster

1.7.3.1 Membership Chair will provide current membership roster as part of their report at each quarterly board meetings.

1.8 Awards

Establishing procedures for the recipient selection and the presentation of the President's Award.

1.8.1 President's Award

Selection is the responsibility of the current president. The President has the right to forego the presentation of an award if he or she so chooses.

1.8.1.1 Recipient may be an individual who was elected, appointed, or employed by OFSOA, or the recipient may be a friend of the fire service.

1.8.1.2 Recipient must have made a significant contribution to OFSOA.

1.8.1.3 Recipient must be an individual who is still living.

1.8.1.4 One President's Award may be presented each year.

1.8.2 Lifetime Achievement Award

1.8.2.1 Award will be given when consideration warrants.

1.8.2.2 Recipient must be or have been an OFSOA member.

1.8.2.3 Selection is the responsibility of the Board of Directors.

1.8.2.4 Selection is based upon commitment to all aspects of the fire service.

1.8.2.5 Award will be given as a result of truly unique circumstances.

1.8.2.6 Award will be presented during the OFSOA Annual Conference.

1.9 Acknowledgement of Service

1.9.1 Establishing a procedure for OFSOA to show appreciation to members who have served on the Board of Directors.

1.9.2 Certificates or plaques shall be awarded during the OFSOA Annual Conference to those members completing their designated duties or leaving the Board of Directors.

1.10 Accreditation Program

Establish procedures for OFSOA to acknowledge individual members upon completion of accreditation levels.

- 1.10.1 OFSOA has created three levels of accreditation to demonstrate professional knowledge and achievement.
- 1.10.2 Each level is independent and the levels need not be earned in sequential order.
- 1.10.3 The Accreditation Committee will review all documented applications and award certifications based on the evaluation.
- 1.10.4 Level Certificates will be acknowledged during the Annual Conference. A plaque will be presented upon completion of all three levels.

1.11 Policy Review, Dating, and Numbering

Establishing guidelines for the review, dating, and numbering of policies.

- 1.11.1 All policies shall be dated, numbered, and retained in notebook fashion.
- 1.11.2 Policies shall be dated as approved and reviewed annually by the protocol committee. Recommendations will be forwarded to the Board of Directors no later than the third quarter Board meeting.

1.12 Participation Between Oregon Fire Service Organizations

- 1.12.1 When OFSOA is invited to have a representative at other fire service organizational board meetings, a representative will be appointed by the President.
- 1.12.2 OFSOA will reciprocate by inviting that organization to have a representative present at our board meetings.

1.13 Participation on Oregon Fire Service Committees

- 1.13.1 OFSOA will provide a representative to serve on Oregon state-wide fire service committees as appropriate for the organization.
- 1.13.2 The President will appoint the representative from among those members interested and able to participate.

These policies apply to all persons directly or indirectly associated with the Oregon Fire Service Office Administrators.

2. Financial

2.1 Fiscal Year

Establishing a fiscal year in which to conduct OFSOA business.

2.1.1 The fiscal year shall begin on July 1 of each year and shall end on June 30 of the following year.

2.1.2 All budgeting, accounting, and business functions of the organization shall be conducted on a fiscal year basis.

2.2 Policy Committing OFSOA Funds

Establishing controls for the disbursement of OFSOA monies.

2.2.1 OFSOA maintains one checking account and one money market account.

2.2.1.1 Two signatures are required on all checks.

2.2.1.2 Authorized signers are the President, Vice President, Treasurer, and Secretary.

2.2.1.3 Treasurer is authorized to make transfers between established accounts as required.

2.3 Commitment of Funds by OFSOA Board Members

Controlling the commitment of OFSOA funds without prior approval of the Executive Board.

2.3.1 This policy does not preclude the Board of Directors or the Executive Board, during regular or special meetings, from directing board members to contact or work with professionals or other individuals that may result in a commitment of funds.

2.3.2 Board Members may not contact any professional service on behalf of OFSOA without the prior approval of the Executive Board when such contact could result in a commitment of OFSOA funds.

2.4 Reimbursement of Expenses

Establishing guidelines for reimbursing members for expenses incurred while conducting official business of the OFSOA.

2.4.1 Expenses incurred by board members, officers, committee chairs, and committee members while performing their duties are expected to be borne by those members.

2.4.2 Exceptions may be made by the Board of Directors subject to the following:

2.4.2.1 Only those expenses not covered by the member's district may be eligible for reimbursement. Meal and lodging expenses must be verified by receipts.

2.4.2.2 Members who wish to receive reimbursement must submit a reimbursement request to the Treasurer in a timely manner after incurring the expense(s).

- 2.4.2.3 Prior to the next scheduled Board Meeting, the President or designee will review the reimbursement requests and authorize payment for those requests that meet the qualifications outlined in this policy.
- 2.4.2.4 The Board of Directors may grant an exception to this policy if it determines that special or emergency conditions warrant said exception.

2.5 Conference and Workshop Expenditures

Establishing the financial policy for OFSOA sponsored conferences, workshops, or events.

- 2.5.1 All conferences, workshops, and committee-sponsored programs and seminars are expected to be self-financed. They are expected to produce sufficient revenue to pay for the expenses incurred.
- 2.5.2 It is not expected, nor is it necessary, for a conference, workshop, seminar, special training event, or any other function sponsored by OFSOA to produce a large profit, but it is expected that no deficit will be incurred.
- 2.5.3 The Treasurer is authorized to prepare and send invoices as needed to the responsible fire districts for registration and other related obligations prior to each event.
- 2.5.4 A budget outlining all expected revenue and expenditures must be submitted to the Executive Board prior to the conference or workshop and a final revenue and expenditure reconciliation must be submitted within 45 days following the close of the function.
 - 2.5.4.1 Event Committee Chairs can authorize payment of event expenditures within their event budget without prior Board of Directors approval.
- 2.5.5 The Executive Board may elect to award free conference or workshop registration, excluding meals, to certain individuals for a variety of reasons, such as event preparation and participation, recognition of service, etc. By board action, the following organizations or individuals have been approved:
 - 2.5.5.1 All individuals awarded partial or full registration, or complimentary waivers must complete the registration process.
 - 2.5.5.2 All waivers shall be approved prior to the event.
 - 2.5.5.3 Complimentary registration, excluding meals, to all past presidents of OFSOA.
 - 2.5.5.4 Any other person by unanimous vote of the full Executive Board.
 - 2.5.5.5 Complimentary registration, excluding meals, to current presidents of other Oregon fire service associations.
 - 2.5.5.6 With the President's prior approval, members of committees that produce a seminar or program will not be required to pay the registration fee for attending that activity.
 - 2.5.5.7 This policy is not intended to include a waiver of fees for meals, lodging, or other expenses that may be incurred while attending the function.

2.6 Policy Concerning Catered Meetings

Establishing guidelines for the expenditure of funds for guests who are attending meetings at which meals are served.

2.6.6 The President may authorize the expenditure of funds for guests who are attending meetings at which meals are served.

2.6.7 Board members are expected to use discretion when ordering meals obligating OFSOA funds.

These policies apply to all persons directly or indirectly associated with the Oregon Fire Service Office Administrators.

3. Officer General Guidelines

- 3.1 In addition to the duties and responsibilities covered in the OFSOA Bylaws or specific protocols, each officer, board member, and committee chair shall:
 - 3.1.1 Be an active member of OFSOA, attending meetings, workshops, and conferences as required.
 - 3.1.2 Read, understand, and follow OFSOA Bylaws and applicable policies.
 - 3.1.3 Keep President and Committee Liaison informed of all activities, providing courtesy copies of all correspondence, bulletins, newsletter articles, changes in committee membership, and protocol.
 - 3.1.4 Serve as ex officio member of any standing or special committees as directed by the President.

3.2 President

- 3.2.1 In addition to the duties and responsibilities of the President as set forth in the OFSOA Bylaws and policies, the President shall be responsible for the following:
 - 3.2.1.1 Sign all resolutions and determine that any actions set forth in the resolutions have been performed.
 - 3.2.1.2 Appoint committees, with the approval of the Board of Directors, using the following criteria when possible:
 - 3.2.1.2.1 Chair should be an existing committee member when possible.
 - 3.2.1.3 Prepare meeting agendas.
 - 3.2.1.3.1 Review agenda with the Secretary two weeks prior to the meeting.
 - 3.2.1.3.2 Agenda will list topics and topic sponsors.
 - 3.2.1.4 Send copies of all correspondence to the Secretary for inclusion in the file.
 - 3.2.1.5 Ensure that all board meetings and executive board meetings are organized and begin on time.
 - 3.2.1.6 Represent OFSOA at all statewide meetings of fire related organizations.
 - 3.2.1.7 Represent OFSOA at out-of-state fire related meetings, if possible.
 - 3.2.1.8 May appoint a selected member to represent OFSOA at statewide meetings or out-of-state meetings.
 - 3.2.1.9 Serve as the official liaison to the Conference Committee.
 - 3.2.1.10 Ensure that the policies are followed.
 - 3.2.1.11 Oversee the finances of OFSOA.
 - 3.2.1.12 Conduct the installation ceremony of new officers.
- 3.2.2 Policy concerning succession to the Chair
 - 3.2.2.1 In the event the President is not in attendance at a meeting or caucus at which it is necessary that a member of the Executive

Board chair the meeting or be the spokesperson for the Oregon delegation, the following sequence shall be followed:

- 3.2.2.2 Vice President
- 3.2.2.3 Treasurer
- 3.2.2.4 Past President
- 3.2.2.5 Secretary

3.3 Vice President

3.3.1 In addition to the duties and responsibilities of the Vice President as set forth in the OFSOA Bylaws or specific protocols, the Vice President shall be responsible for the following:

- 3.3.1.1 Serve as official liaison to the Education Committee.
- 3.3.1.2 Contact the chair of each committee on a quarterly basis and prior to all board meetings to obtain a report of the actions, problems, and progress of their respective committees.

3.4 Secretary

3.4.1 In addition to the duties and responsibilities of the Secretary as set forth in the OFSOA Bylaws or specific protocols, the Secretary shall be responsible for the following:

- 3.4.1.1 Serve as the official liaison to the Communications Committee.
- 3.4.1.2 Prepare agendas and minutes of board meetings and annual meetings.
- 3.4.1.3 Prepare reports and maintain necessary records as directed by the President.
- 3.4.1.4 Distribute meeting notices, agendas, and minutes of previous meetings.
- 3.4.1.5 Arrange facilities for board meetings as requested by the President.

3.5 Treasurer

3.5.1 In addition to the duties and responsibilities of the Treasurer as set forth in the OFSOA Bylaws or specific protocols, the Treasurer shall be responsible for the following:

- 3.5.1.1 Serve as the official liaison to the Membership Committee.
- 3.5.1.2 Maintain a current accounting of the budgetary status of OFSOA.
 - 3.5.1.2.1 Ascertain that all signature cards and related bank forms have been properly administered.
 - 3.5.1.2.2 Receive and deposit all OFSOA monies and pay all approved bills in a timely manner.
 - 3.5.1.2.3 Reconcile bank statements on a monthly basis.
 - 3.5.1.2.4 Provide current financial status at each quarterly board meeting and the annual meeting, or upon the request of any board member.
 - 3.5.1.2.5 Process all monies received from membership dues, workshop dues, conference fees, and any other source of revenue.

3.5.1.3 Reports

3.5.1.3.1 Prepare end-of-year status of organization from information obtained from the Treasurer's records.

3.5.1.3.2 Propose recommendations for the following year.

3.5.1.3.3 Propose any change in the annual dues at first quarter board meeting each year.

3.5.2 Annual Budget

3.5.2.1 Submit annual budget document.

3.5.2.2 Assist and advise the Board of Directors in the preparation of the annual budget.

3.5.3 Conferences and Regional Workshops

3.5.3.1 Treasurer will work with and assist event host with preparation of a workshop/conference financial report.

3.5.3.2 Information will be provided by the Education / Conference / Workshop Chairs.

3.5.4 Fiscal Records Audit

3.5.4.1 Each year a special committee, appointed by the President, will audit the fiscal records during the annual conference.

3.5.4.2 The committee will report its findings at the next board meeting.

3.5.4.3 The committee may make recommendations to improve future fiscal record keeping.

3.6 Immediate Past President

3.6.1 In addition to the duties and responsibilities of the Immediate Past President as set forth in the OFSOA Bylaws or specific protocols, the Past President shall be responsible for the following:

3.6.1.1 Serve as the official liaison to the Protocol Committee and to all regional representatives.

3.6.1.2 Serve as chair of the Nominating Committee.

3.6.1.3 Serve on the Budget Committee.

3.6.1.4 Purchase the gift for the outgoing president, which is to be presented at the OFSOA Annual Conference.

3.6.1.5 Attend all executive board meetings and actively take part in all organization business transacted by the Executive Board.

3.6.1.6 Represent the organization as requested by the President.

3.7 Regional Representatives

3.7.1 In addition to the duties and responsibilities of the regional representatives as set forth in the OFSOA Bylaws or specific policies, the regional representatives shall be responsible for the following:

3.7.1.1 Attend board meetings and actively take part in organization business transacted by the Board of Directors.

3.7.1.2 Meet first-time members at the conferences, workshops, and other OFSOA events, introduce them to the membership, and outline the assistance OFSOA can provide to its members.

- 3.7.1.3 Work with the Conference Committee to provide adequate time for networking opportunities.
- 3.7.1.4 Help promote programs that are in the interest of the organization.
- 3.7.1.5 Serve as a liaison to the office administrators in their respective districts, and correlate and disperse information.
- 3.7.1.6 Coordinate regional training activities with the Education Committee.

3.8 Board Liaisons

- 3.8.1 In addition to the duties and responsibilities of the Board Liaisons as set forth in the OFSOA Bylaws or specific protocols, the Board Liaisons shall be responsible for the following:
 - 3.8.1.1 Contact assigned committee chair prior to each quarterly board meeting.
 - 3.8.1.2 Call OFSOA President if there is a problem.
 - 3.8.1.3 Help stimulate committee activities.
 - 3.8.1.3.1 Be aware of committee projects.
 - 3.8.1.3.2 Attend committee meetings.
 - 3.8.1.3.3 Be aware of committee goals and projects, and ensure committee chair follows through on these goals.
 - 3.8.1.4 Advise the Board members if the committee becomes non-functioning.
 - 3.8.1.5 Serve as the committee chair, in the event the assigned committee chair resigns, until the position is filled.
 - 3.8.1.6 Officer-to-Committee assignments.
 - 3.8.1.6.1 President to the Conference Committee.
 - 3.8.1.6.2 Past President to the Protocol Committee, Nominating Committee, Budget Committee, and to all regional representatives.
 - 3.8.1.6.3 Vice President to the Education Committee.
 - 3.8.1.6.4 Secretary to the Communication Committee.
 - 3.8.1.6.5 Treasurer to the Membership Committee.

These policies apply to all persons directly or indirectly associated with the Oregon Fire Service Office Administrators.

4. Committees

4.1 Committee Chair General Guidelines

To establish guidelines for committee chairs of OFSOA.

- 4.1.1 Additional duties and responsibilities as set forth in the OFSOA Bylaws or specific protocols, each committee chair is expected to:
 - 4.1.1.1 Be an active member of OFSOA; attend board meetings, workshops, and conferences.
 - 4.1.1.2 Read, understand, and follow all OFSOA Bylaws and applicable policies.
 - 4.1.1.3 Inform the President and the Committee Liaison of all activities, providing courtesy copies of all correspondence, bulletins, newsletter articles, and changes in committee membership, policies, and procedures.
 - 4.1.1.4 Appoint members of the committee, as required, and advise the President of any additions or resignations.
 - 4.1.1.4.1 Appoint subcommittees and additional members as deemed necessary.
 - 4.1.1.5 Set goals and completion dates, formulate committee tasks and operating procedures.
 - 4.1.1.5.1 Distribute all materials outlining committee procedures in effect to the committee members.
 - 4.1.1.6 Keep committee members informed and encourage participation, acknowledging committee members' accomplishments.
 - 4.1.1.7 Maintain an up-to-date list of committee members including addresses and phone numbers. Prepare and distribute list to all committee members, board members, and committee liaisons.
 - 4.1.1.8 Send copies of all special bulletins to the chair of the Communications Committee for inclusion in newsletters.
 - 4.1.1.9 Maintain a permanent record of the committee's activities by filing all general correspondence, minutes of meetings, and committee reports in committee notebook with sections for each topic, with the most current report at the front of each section. The notebook shall be passed to the successor when the office is vacated.

4.2 Committee Chair Reports

- 4.2.1 Each committee chair, elected or appointed, shall provide a written or oral report of the committee's activities during the past year at the annual meeting.
- 4.2.2 This report shall include an outline of the committees on which they served, as well as other organizations, agencies and associations to which they were assigned liaison activities, and any accomplishments since the committee chair's last report.

- 4.2.2.1 The President shall provide time during the business session for questions pertaining to committee chair reports.
 - 4.2.3 Committee chairs and the committee members shall be appointed by the President, with the approval of the Board of Directors, to represent different geographical areas of the state, whenever possible.
 - 4.2.4 Expenses incurred by committee chairs or members in the fulfillment of their duties are expected to be borne by the committee member. Exceptions may be made by the Board of Directors at their discretion.
- 4.3 Board Liaisons**
- 4.3.1 Refer to Officers' Policies, Section 8.0.
- 4.4 Communications Committee** Standing Committee
- The Communications Committee will maintain a network system for the sharing of information through various channels of communication;
- 4.4.1 Duties of the Committee
 - 4.4.1.1 Establish and maintain a resource guide in a format that is easily accessed by all members.
 - 4.4.1.1.1 Guide should include member information, fire district demographic information, and other pertinent information.
 - 4.4.1.2 Member Resource Pages shall be made available to each new member through the website.
 - 4.4.1.3 Prepare and distribute to the general membership a newsletter or other communication on a quarterly basis, or as directed by the Board of Directors.
 - 4.4.2 Website Subcommittee
 - 4.4.2.1 This subcommittee will function under the Communications Committee
 - 4.4.2.2 The committee's primary duty is to maintain the OFSOA website.
 - 4.4.2.3 The committee shall ensure that the OFSOA domain name is renewed as necessary.
 - 4.4.2.4 Committee Chair will be considered the Webmaster.
 - 4.4.2.4.1 Shall be an active member or a life member of OFSOA who is familiar with managing websites.
 - 4.4.2.4.2 All organizational information must go through the Webmaster to ensure that the website has the latest current information.
 - 4.4.2.5 Webmaster Duties include:
 - 4.4.2.5.1 Responsible for all information on the website and the accuracy of that information.
 - 4.4.2.5.2 Webmaster may appoint one or more persons to assist in the performance of official responsibilities, as needed.
 - 4.4.2.5.3 Dictate the order of work on the website and monitor completion of work.
 - 4.4.2.5.4 Be able to make timely and regular routine updates and ensure site is maintained.

- 4.4.2.5.5 Be familiar with the OFSOA organization, its officers, committees, and members.

4.5 Education Committee

Standing Committee

The Education Committee shall identify, develop, and maintain the educational programs that meet the needs of the membership; determine the best methods of fulfilling those needs; and arrange for educational classes for the annual conferences and workshops.

4.5.1 Duties of the Chair

- 4.5.1.1 Work with the Conference Chair to determine registration fees for workshops and conferences.
- 4.5.1.2 Receive registrations for regional workshops and promptly submit copies and fees to the Treasurer; unless otherwise delegated.

4.5.2 Duties of the Committee

- 4.5.2.1 Research possible educational topics.
- 4.5.2.2 Develop resource file and make recommendations for potential instructors.
- 4.5.2.3 Develop classes for different skill levels by utilizing a tracking system when attendance warrants.
- 4.5.2.4 Act as a resource to the Regional Workshop Coordinators and the Conference Chair in planning topics and providing possible instructors or presenters.
- 4.5.2.5 As needed, assist Conference Chair in developing registration materials for Annual Conference.

4.5.3 Accreditation Subcommittee

- 4.5.3.1 This subcommittee will function under the Education Committee.
- 4.5.3.2 Pursue and maintain accreditation of OFSOA training and establish levels of training achievement.
- 4.5.3.3 Investigate possible accreditation scenarios and develop a plan of action for achieving and maintaining accreditation levels.
- 4.5.3.4 Develop methods to measure professional development by consistently documenting and tracking OFSOA training based on Continuing Education Units (CEUs).
- 4.5.3.5 Develop and maintain a curriculum outline, with the development of courses and the establishment of various levels of accreditation.

4.5.4 Conference Subcommittee

- 4.5.4.1 This Conference Subcommittee shall ensure that the OFSOA conference needs are met and the programs are meaningful.
- 4.5.4.2 This subcommittee will function under the Education Committee.
- 4.5.4.3 Subcommittee Duties
 - 4.5.4.3.1 Consider all requests received from organizations interested in hosting a conference and determine if adequate facilities are available to meet the criteria established for hosting a conference. The committee will then report its findings to the Executive Board.

- 4.5.4.3.2 Plan activities and budget development so the conference will be financially sound.
- 4.5.4.3.3 Be responsible for the enforcement of the conference agreement and submit an income / expense reconciliation to the Board of Directors within 30 days following the close of the conference.
- 4.5.4.3.4 In connection with the Education Committee, determine the educational program and special events to be presented at the conferences and workshops.
- 4.5.4.3.5 Work with equipment dealers exhibiting at the conference to ensure their needs are met.
- 4.5.4.3.6 Receive registrations for the annual conference, and provide information and fees to the Treasurer; unless otherwise delegated.
- 4.5.5 Scholarship Subcommittee
 - 4.5.5.1 This subcommittee will function under the Education Committee.
 - 4.5.5.2 Establish a procedure by which to allocate OFSOA funds to be awarded to individuals requesting assistance to attend an OFSOA event.
 - 4.5.5.3 The subcommittee will include the Education Chair, or their appointed representative, the Vice President, and the Treasurer.
 - 4.5.5.3.1 Decisions of the Scholarship Subcommittee are kept confidential.
 - 4.5.5.4 The following statements are guidelines and not absolute rules for scholarship subcommittee decisions.
 - 4.5.5.5 Guidelines for Scholarship
 - 4.5.5.5.1 There is no monetary limit placed on how much OFSOA can/would commit toward scholarships, either by event or fiscal year.
 - 4.5.5.5.2 Determine financial amount available for scholarship funds prior to any OFSOA training activity, workshop, or conference.
 - 4.5.5.5.3 Determine the associated actual participant cost for each event.
 - 4.5.5.5.3.1 The number of granted awards will be based upon the amount of money available for each event.
 - 4.5.5.5.3.2 Scholarship funds are only available for OFSOA training.
 - 4.5.5.5.4 Application Form
 - 4.5.5.5.4.1 Link to application is available on the website www.ofsoa.com.
 - 4.5.5.5.4.2 Selection criteria and submission information is available on the website.
 - 4.5.5.5.5 Scholarship may be applied to
 - 4.5.5.5.5.1 Event registration

- 4.5.5.5.2 Lodging expense
- 4.5.5.5.3 Event meals
- 4.5.5.6 Awarding of Scholarship
 - 4.5.5.6.1 The subcommittee communicates and makes a decision on each scholarship request by consensus.
 - 4.5.5.6.2 Scholarships will be prioritized by established criteria, such as reason for need, first time participant, district size, or situation, (more criteria could be developed).
 - 4.5.5.6.2.1 Only one scholarship per agency, per event may be awarded.
 - 4.5.5.6.3 Requests by Life Members shall be evaluated based on availability of funds once active member requests have been decided.
 - 4.5.5.6.3.1 Decision may be based on Life Member's current active participation or special consideration in the organization.
 - 4.5.5.6.4 Decision will be made by committee members
 - 4.5.5.6.5 Notification to recipient will be timely by the subcommittee regarding the status of their scholarship (awarded, denied, or pending).
 - 4.5.5.6.6 If pending, establish time frame for notification and follow-up, i.e. alternate award.
- 4.5.5.7 Financial consideration
 - 4.5.5.7.1 Event will receive offset of awarded scholarships for registration.
 - 4.5.5.7.1.1 Scholarship recipient shall be responsible for all meal expenses outside of those included for all event attendees.
 - 4.5.5.7.2 Treasurer will be directed to transfer from Scholarship Fund to the General Fund appropriate line.
 - 4.5.5.7.3 Reimbursement Basis for Lodging
 - 4.5.5.7.3.1 A lodging rate based on the group rate will be set before each event to cover the amount the organization will cover for lodging per night per recipient.
 - 4.5.5.7.3.2 Recipient will make their own reservations.
 - 4.5.5.7.3.3 OFSOA will make arrangements for payment of the lodging as the event requires.

4.6 Membership Committee

Standing Committee

The Membership Committee shall encourage membership in the OFSOA and shall handle the membership process.

4.6.1 Duties of the Chair

- 4.6.1.1 Distribute to the Regional Representatives, committee members' links to all material, application forms, and committee procedures in effect at the time.

- 4.6.1.2 Assist in the development and distribution of material designed to encourage membership.
- 4.6.1.3 Distribute membership cards and a welcome letter that provides guidelines to the www.ofsoa.com website where the member can access rosters, current OFSOA Bylaws, procedures of the organization, and other resource materials.
- 4.6.2 Duties of the Committee
 - 4.6.2.1 Each committee member shall be supplied with access to OFSOA application forms and membership materials as available on the website.
- 4.6.3 Hospitality Subcommittee
 - 4.6.3.1 Assist in arranging 'social' activities or an area for networking, as requested.
 - 4.6.3.2 Be familiar with the geography of meeting places and be available to provide directions and/or assistance to attendees.
 - 4.6.3.3 Provide assistance for the comfort, enjoyment, and well-being of attendees and guests at OFSOA events.
 - 4.6.3.3.1 Assign an individual to serve as OFSOA's Goodwill Representative who will send appropriate cards, flowers, and/or other items as directed by the Executive Board.
 - 4.6.3.3.2 The Goodwill Representative will keep a log of all activities and correspondence with members.
 - 4.6.3.3.3 Will prepare an activity report for the Hospitality Chairman to present at each board meeting.
 - 4.6.3.3.4 When notified of a need for goodwill they will:
 - 4.6.3.3.4.1 Contact the President for approval and then;
 - 4.6.3.3.4.2 Send the appropriate item or make contact.
 - 4.6.3.3.4.3 Board practice has been to:
 - 4.6.3.3.4.3.1 Send flowers if activity involved the member;
 - 4.6.3.3.4.3.2 Send a card and/or make personal contact with member when activity involves their family.
 - 4.6.3.3.5 Reimbursement
 - 4.6.3.3.5.1 Goodwill representative will be reimbursed for cards, postage, and flowers or other items purchased to carry out the duties of position,
- 4.6.4 Merchandising Subcommittee
 - 4.6.4.1 A method to provide for members and supporters to purchase logo merchandise.
 - 4.6.4.2 Including but not limited to clothing garments, clothing accessories, and office related items.
 - 4.6.4.3 An annual inventory of all items will be completed and filed with the audit committee during conference.
 - 4.6.4.4 Items available will be on display and available for purchase or order at workshops, conferences, or direct from the Coordinator.
 - 4.6.4.5 Between events, inventory will be stored with the Coordinator.

- 4.6.4.6 Ordering
 - 4.6.4.6.1 Merchandise Coordinator will be responsible for purchase of items prior to events as needed.
 - 4.6.4.6.2 Any items ordered should not be specific to dates or events.
 - 4.6.4.6.3 Because of size differences, personal tastes, and fashion trends, inventory should be maintained at a fairly low level.
 - 4.6.4.6.4 Coordinator may survey board or members for input before making purchases.
 - 4.6.4.6.5 Special orders may be made directly through Coordinator between OFSOA events. The purchaser will be responsible for all related costs of the order, including any shipping charges.
- 4.6.4.7 Fiscal Guidelines
 - 4.6.4.7.1 All purchases of merchandise must have authorization from the President or their designee.
 - 4.6.4.7.2 Pre-ordered requests by members do not need to be included in the total value of the purchase.
- 4.6.4.8 Outdated inventory may be declared surplus items by the Board of Directors at the request of the Coordinator.
 - 4.6.4.8.1 These items may be discounted to members or disposed of through the membership.
 - 4.6.4.8.2 Non-purchase use of logo items.
 - 4.6.4.8.2.1 As speaker thank you gifts.
 - 4.6.4.8.2.2 The selling cost of the items will be recorded as event expense and merchandise revenue.
 - 4.6.4.8.2.3 As raffle items during any event
 - 4.6.4.8.2.4 Cost of the item will be removed from merchandise inventory.
 - 4.6.4.8.3 As deemed appropriate by the Board.

4.7 Protocol Committee

Standing Committee

- 4.7.1 The Protocol Committee, which may include the Parliamentarian, will annually review the OFSOA Bylaws and the policy manual of OFSOA, making recommendations to the Board of Directors pertaining to revisions of current policies and procedures, or the adoption of new policies and procedures.
 - 4.7.1.1 Duties of the Committee
 - 4.7.1.1.1 Review the current OFSOA Bylaws and policy manual of OFSOA and make recommendations to the Board of Directors for improvements and/or changes.
 - 4.7.1.1.2 Review proposed changes in the OFSOA Bylaws, and policy manual of OFSOA and submit them to the Board of Directors prior to disbursement to the membership.
 - 4.7.1.1.3 Review the revisions prepared by various committee chairs, and make recommendations to the Board of Directors concerning these proposals.

- 4.7.1.1.4 Recommend approval or disapproval of proposed changes in the OFSOA Bylaws before submission to the general membership.
- 4.7.1.1.5 Distribute any proposed improvements and/or changes to the general membership at least 30 days prior to a general meeting.
- 4.7.1.1.6 Provide the Membership Committee with an up-to-date copy of the OFSOA Bylaws for distribution to the general membership, and the website.
- 4.7.1.1.7 Prepare and make available by mail or electronic notification any changes approved at a general meeting to the general membership through the newsletter or any other publication.
- 4.7.1.2 The committee shall consist of at least the Past President and the Protocol Chair as appointed by the President.
- 4.7.1.3 Review the minutes of the business sessions of OFSOA to determine if any motions were made or business transacted that would result in a revision of an existing policy or the adoption of a new policy.
- 4.7.1.4 Be constantly alert for actions that would be in violation of adopted policies and procedures, bringing them to the attention of the President.
- 4.7.1.5 Parliamentarian
 - 4.7.1.5.1 Set guidelines for use of a parliamentarian by the OFSOA.
 - 4.7.1.5.2 Shall be appointed by the President with the approval of the Board of Directors.
 - 4.7.1.5.3 Shall be an active member or a life member of OFSOA who is familiar with the OFSOA Bylaws and parliamentary procedures.
- 4.7.1.6 Duties of the Parliamentarian:
 - 4.7.1.6.1 May appoint one or more persons to assist in the performance of official responsibilities, as needed.
 - 4.7.1.6.2 Be familiar with the content of the OFSOA Bylaws and the policies of OFSOA, parliamentary procedures, precedence of motions, and the Summary of Rules governing them.
 - 4.7.1.6.3 Assist the President in conducting meetings by interpreting the meaning of the OFSOA Bylaws, and ensuring that appropriate parliamentary procedures are maintained throughout the meeting.