

Position/Role Description

Chair of the Board

Direct Report of: District's Board of Directors

Peers With: Medical Director Treasurer
Auditor Custodian of Records
Attorney Budget Officer
Secretary

Direct Reports: None

Locations: Board Meeting Location(s)

Resources Provided for District business: Laptop computer Business cards
Photocopier/printer access Gavel
Training and education

Memberships: Firefighters Association of Missouri (FFAM)
Missouri Association of Fire Protection Districts (MAFPD)
National Association of Fire and Elected Officials (NAFEO)

Compensation and Allowances: Paid \$50 per meeting up to Mileage reimbursement
two meetings per calendar month, but not more than two meetings per week

Assignment: Chosen by Board Two-year term elected in April of even years

Maximum Staffing Level: 1 position

Primary Responsibilities:
Presides over meetings of the District's Board of Directors and leads the District's Board of Directors to govern in an orderly manner.

Provides advice and interpretation of parliamentary law with the assistance of the Attorney or a Registered Professional Parliamentarian.

Consults with the District's Board of Directors, Attorney, Auditor, Medical Director, and a Registered Professional Parliamentarian, in terms of planning and leading District's Board of Directors meetings, but singularly serves the District's Board of Directors at their pleasure.

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Administrative Duties:

- Signs minutes of previous meetings, resolutions, ordinances, decrees, etc., upon authorization of the District's Board of Directors

Parliamentary Duties

- Calls meetings to order of the District's Board of Directors
- Determines if a quorum of at least two Directors is present at a meeting of the District's Board of Directors
- Announces items of business in an orderly way during meetings of the District's Board of Directors
- Recognizes and maintains the decorum of Directors, invited guests, the media, and members of the public at meetings of the District's Board of Directors—not interrupting a speaker if the speaker has been recognized and is following Standing Rules and Special Rules of Order of the District's Board of Directors
- Rules on questions of inquiry and parliamentary law
- Entertains motions, makes consent motions, asks for discussion, and puts questions to a vote, as prescribed by parliamentary law
- Recesses or adjourns meetings of the District's Board of Directors

Important Duties:

- Serves as the primary spokesperson for the District's Board of Directors
- Calls for special meetings as necessary
- Complies with and enforces applicable state statutes and federal laws and regulations
- Leads recommendations for, drafting, and maintenance of policies and practices,
- Leads drafting of goals and content for the District's Strategic Master Plan
- Leads in establishing and maintaining the Standing Rules and Special Rules of Order for the District's Board of Directors
- Works with the Secretary and members of the District's Board of Directors to prepare an agenda for meetings of the District's Board of Directors
- Operates office equipment as necessary, e.g., audio visual equipment for virtual meetings of the District's Board of Directors
- Keeps abreast of parliamentary law

Required Qualification:

Current Director of the District's Board of Directors

Desired Knowledge:

Organizational leadership principles and practices of management systems and processes

Required Knowledge:

Parliamentary law

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Desired Abilities:

- Follows direction from the District's Board of Directors
- Uses good judgment in presiding over meetings consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with members of the District's Board of Directors
- Gathers information by communicating with others and obtaining data
- Communicating using clearly organized thoughts using proper English sentence construction and grammar
- Comprehends and makes inferences from other members of the Board of Directors, invited guests, the media, and members of the public at meetings of the District's Board of Directors
- Leads the District's Board of Directors' overall assessment of governing effectiveness of the District's Board of Directors carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Leads the District's Board of Directors' overall assessment of the effectiveness of the District's Chief carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Leads the definition of training and educational needs of District's Board of Directors
- Communicates respectfully with other members of the Board of Directors, invited guests, the media, and members of the public at meetings of the District's Board of Directors in face-to-face, one-on-one, group, or over the telephone types of settings.
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations

Desired Licensure:

Driver's license

Required Licensure:

None

Required Training and Experience:

Completion of the training statutorily required for all members of the Board of Directors within one year of election or appointment

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Working Conditions:

Public meeting environment

Desired Mental and Visual Demands:

- Intense and exacting mental attention, involving facilitation and leadership
- Continuous attention to detail

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Physical Requirements:

None

Additional Requirements:

- Managing projects, tasks, follow-ups, etc.
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the Chair does not have personal insurance coverage

Note: This Position/Role Description will be reviewed from time to time and adjusted, if necessary.