

Position/Role Description
Secretary of the Board of Directors and of the District

<u>Direct Report of:</u>	District's Board of Directors	
<u>Peers With:</u>	Medical Director Auditor Attorney Chair/President	Treasurer Custodian of Records Budget Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	Board Meeting Location(s)	
<u>Resources Provided for District business:</u>	Laptop computer Photocopier/printer access Training and education	
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Association of Fire Protection Districts (MAFPD)	
<u>Compensation and Allowances:</u>	Paid \$350.00 per month (\$1,000 maximum per year if current Director)	Mileage reimbursement
<u>Assignment:</u>	Elected by Board	Two-year term elected in April of even years
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Keep a legal record of the proceedings of all business meetings of the District's Board of Directors.

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

Administrative Duties:

- Signs minutes of previous meetings prepared for the District's Board of Directors
- Possesses and protects the District's corporate seal and use the Districts corporate seal to attests minutes of previous meetings, resolutions, ordinances, official corporate acts, orders, decrees, proceedings, etc., upon authorization of the District's Board of Directors
- Assists the Budget Officer as necessary with preparation of the annual budget message
- Assists the District's Board of Directors as necessary with preparation of the District's Strategic Master Plan

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- Maintains all Standing Rules and Special Rules of Order for the District's Board of Directors
- Maintains all policies and practices approved by the District's Board of Directors
- Maintains a record of all resolutions and ordinances approved by the District's Board of Directors
- Prepares annual Office of the Secretariat budget requests to the Budget Officer
- Controls spending within budget for the Office of the Secretariat

Parliamentary Duties

- In the absence of the Chair and Vice Chair:
 1. Calls meetings to order of the District's Board of Directors
 2. Determines if a quorum of at least two Directors is present at a meeting of the District's Board of Directors
 3. Conducts an election for Chair Pro Tem
 4. Relinquishes the meeting to the Chair Pro Tem
- Calls the roll when requested by the Chair, and
- Certifies Director attendance to the Treasurer, if required for payment of Director attendance fees

Important Duties:

- Receives the District's official correspondence, e.g., report from County Verification Board, certain citizen petitions, etc.
- Maintains the official roll of Directors, e.g., terms of office
- Accepts candidate declarations, required affidavits and affirmations of qualifications for candidate nomination Directors of the District's Board of Directors
- Works with the Chair and members of the District's Board of Directors to prepare an agenda for meetings of the District's Board of Directors
- Notify as necessary, officers, members of committees, and Directors-elect of their election or appointment
- Posts meeting schedule at all District locations
- Posts notices of meetings and public hearings of the District's Board of Directors, including meeting agendas
- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., Missouri Sunshine Law
- Helps to District policies and practices and applicable state and federal regulations and Statutes to the Office of the Secretariat
- Establishes and maintains administrative standards and practices for the Office of the Secretariat
- Operates office equipment as necessary
- As required by law, bounds a record of all District proceedings, minutes of all meetings, certificates, contracts, bonds given by employees and a record of corporate acts
- Provides the Auditor with requested information

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- Continuously improves accounting accuracy, timeliness, and completeness; streamline work processes; and work cooperatively and jointly to provide quality seamless customer service
- Attends conferences and seminars to keep abreast of developments in emergency services, parliamentary law, and public administration
- Supports special projects such as ISO planning, fire station construction, master plan update, TIF planning, etc.

Desired Knowledge:

- Organizational leadership principles and practices of management systems and processes
- Principles and practices for a modern emergency services organization and management systems and processes

Required Knowledge:

- Parliamentary law as it relates to the Office of the Secretariat
- Recordkeeping
- State and federal statutes and regulations pertaining to public administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration

Required Abilities:

- Follows direction from the District's Board of Directors
- Uses good judgment in administrative tasks and activities consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships with co-workers 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 members of the Board of Directors, invited guests, the media, and members of the public at meetings of the District's Board of Directors
- Supports as necessary 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
- 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 Licensures and Appointments:

- Driver's license

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- Missouri Notary Public

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Required Licensures and Appointments:

None

Required Training and Experience:

- Completion within six months of election the training statutorily required for all members of the Board of Directors
- Combination of experience and education that meet the training and experience may be substituted for the following:
 - Two years clerical or recordkeeping experience
 - Associate degree or vocational training certification

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
- Office environment

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

Physical Requirements:

- Lifts boxes and containers weighing approximately 15 pounds
- Communicates effectively via telephone or TTY/TDD

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 Secretary does not have personal insurance coverage

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