



**American Fire
Sprinkler Association** Pacific Northwest Chapter

Nominations & Voting-in of Board of Directors

Chairman

- Serves as the Chairman of the Board of Directors.
- Serves as the Chief Elected Officer of the Chapter.
- Presides over all meetings of the Board.
- Presides over all Regular Meetings.
- Votes on any issues in the event of a tie.
- Oversees the Nominating Committee for selection of new Officers.
- Appoints committees & the chairman of each standing and ad hoc committee (annually and as needed for special taskforces).
- Provides direction for the Chapter and Board of Directors.

Vice-Chairman

- Assumes the office of the chairman in the event of his/her absence, resignation or removal from office.
- Attends all scheduled meetings.

Secretary / Treasurer

- Assumes the office of the Chairman in event the absence, resignation or removal from office of both the Chairman and Vice-Chairman.
- Supervises written financial reports of the organization to the Board at each Board of Directors meetings.
- Supervises the general care and management of the financial affairs of the Chapter, including issuing checks as needed and handling all tax and reporting requirements for the Chapter.
- See that tax filings are completed annually.
- Attends all scheduled meetings.



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Committees

Membership / Member Involvement

- Determine strategy to foster relationships with potential, new and long-term members.
- Determine Chapter Internal Program (ie. Speakers, Seminars, tours, etc.)
- Member Benefits: Facilitate & Communicate
- Newsletter / Website & Social Media

Nomination

- Provide nominations to the Chairman
- Facilitate Voting

Events: Education & Industry Promotion

- Organize Events (ie. Trade Show, Charity, Educational Summit, Interactive Exhibit, etc)
- Public Education
- Advertising

Legislative: Codes, Standards & Ordinances

- Work in conjunction with the WA Fire Sprinkler Coalition to promote and fulfill our need for a state-wide fire sprinkler amendment.

Next Gen (under 40) & Next Gen Mentors (over 40)

- Networking
- Developing Education & Programs specifically to provide direction and resources that will foster potential upcoming industry leaders.

A committee Chairman will be appointed to each committee by the Chapter Chair. Their duties are as follows:

- Determine committee meeting schedule annually (can be by conference call or in person).
- Call special meetings if necessary to ensure the ability to complete the assigned tasks.
- Officiate all committee meetings
- Report progress and accomplishments to the Executive Director & Board of Directors
- Report progress in regular Chapter meetings.
- Willing to accept responsibilities and work toward the goals and purpose of the committee.