

The Monroe County Volunteer Firemen's Association

OFFICERS & DIRECTORS POLICIES AND PROCEDURES

CREATED: MAY 05TH, 2023

PRESENTED TO BOARD OF DIRECTORS: JUNE 22ND, 2023

ADOPTED: JUNE 22ND, 2023 REVISED: JUNE 22ND, 2023

1.0 ORGANIZATION GOVERNANCE

- 1.1. The Monroe County Volunteer Firemen's Association (MCVFA) is deemed a charitable corporation established under the New York State Not-for-Profit Laws (N-PCL, section 201 (b)). Being a corporation under these entities and certificate of incorporation, MCVFA has created a governing body to assure that these laws are followed and that the governing body exercises prudent financial responsibilities to assure that fiduciary responsibilities are carried out
- 1.2. Members of the Board need to have an understanding of their fiduciary responsibilities, assure assets are managed properly and that the charitable purposes / missions of the organizations are carried out. A failure to meet these obligations is a breach of fiduciary duty and can result in financial and other liability for the board of directors and the Association.

2.0 DIRECTORS & OFFICERS:

- 2.1. The primary legal duties are referred to as the duties of care, loyalty, and obedience.

3.0 DUTY OF CARE:

- 3.1. Requires the director to participate to be familiar with the organizations finances and activities and to participate regularly in its governance.
 - 3.1.1. As a group, the officers and directors should assure that the organization is operating in compliance with the law (banking, investment, N-PCL, other NY Laws and Federal IRS Codes.
 - 3.1.2. Attend board and committee meeting and actively participate in discussions and decision-making activities. Carefully read the material prepared for the Board and committee meetings prior to the meetings.
 - 3.1.3. Read the minutes of prior meetings and reports provided, including financial statements and reports. Submit corrections to minutes or reports if necessary.
 - 3.1.4. Obtain and retain previous copies of the meeting minutes.
 - 3.1.5. Follow the MCVFA financial protocol.

- 3.1.6. Make sure that Board minutes reflect any dissenting votes. Such records are necessary in order for a board member to disclaim responsibility for any particular decision.
- 3.1.7. Make sure that monthly financial reports are prepared for the board, budget and finance committee, and audit committee.
- 3.1.8. Participate in strategic planning discussions for the future of the organization.
- 3.1.9. Be involved in the periodic review of the performance of the secretary and treasurer.
- 3.1.10. Review and approve the annual IRS 990.

4.0 DUTY OF LOYALTY

- 4.1. Directors are charged with the duty to act in the interest of the corporation. This duty of loyalty requires that any conflict of interest, real or possible, be disclosed in advance. A conflict of policy shall be written and in place.

5.0 DUTY OF OBEDIENCE

- 5.1. The board has a duty of obedience to ensure that the organization complies with applicable laws and regulations, its mission and with internal governance documents and policies including:
 - 5.1.1. Dedicating the organizations resources to its mission
 - 5.1.2. Ensuring that the organization carries out its purposes and does not engage in unauthorized activities.
 - 5.1.3. Complying with all appropriate NYS laws, including registering and filing annual financial reports with the NYSAGO, and other New York State governmental agencies.
 - 5.1.4. Complying with all Federal Laws, including IRS 501c3 rules and filing of annual IRS Form 990 and all necessary (New York) CHAR410A and CHAR500's. Ensure that any required IRS 1099's (and associated 1096) are filed in a timely manner.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

5.1.5. The officers and directors of the Association also have a responsibility to maintain accurate and truthful records. Since MCVFA is an incorporated entity within the State of NY and the United States, MCVFA is producing real business records. These records can include:

- 5.1.5.1. Articles of Incorporation,
- 5.1.5.2. IRS documentation (including, but not limited to IRS990's),
- 5.1.5.3. NYS CHAR410,
- 5.1.5.4. NY CHAR500 forms,
- 5.1.5.5. Association meeting minutes,
- 5.1.5.6. Treasurers' records and banking instruments,
- 5.1.5.7. Association membership records, etc.

5.1.6. There may be an occasion where there might have been an accidental addition or deletion to a document or record. But, when a malicious action(s) is conducted intentionally, then based on the severity of the incident, the case may be referred to an investigative governmental agency. The board of directors shall be responsible for making this determination.

5.1.7. Further, *NYS Penal Code Section § 175.05* states the following:

- 5.1.7.1. "A person is guilty of falsifying business records in the second degree when, with intent to defraud, he:
 - 5.1.7.1.1. 1. "Makes or causes a false entry in the business records of an enterprise; or
 - 5.1.7.1.2. 2. "Alters, erases, obliterates, deletes, removes or destroys a true entry in the business records of an enterprise; or
 - 5.1.7.1.3. 3. "Omits to make a true entry in the business records of an enterprise in violation of a duty to do so which he knows to be imposed upon him by law or by the nature of his position; or

5.1.7.1.4. 4. "Prevents the making of a true entry or causes the omission thereof in the business records of an enterprise."

5.1.8. Falsifying business records in the second degree is a class A misdemeanor, that is never expunged from the personal records of anyone convicted of the crime.

6.0 BACKGROUND CHECKS

6.1. For those who have direct access to funds (signatory on bank signature forms and investment accounts), a third-party background check will be required for those individuals (treasurer, president, the director assigned to investments as the third signature on the bank card) at the expense of the Association.

6.2. This check shall be re-done whenever the person holding that position changes (newly elected or appointed). If the president or director fails the background check, then an alternative director or officer will be placed on the signature cards, once their background check is complete.

6.3. If the treasurer fails the background check, he/she will be suspended from service and the board will conduct a further investigation. After additional investigation, if the treasurer proves an unacceptable risk for the Association, then the treasurer shall be removed from office.

7.0 LOBBYING AND NYS NOT-FOR-PROFIT AND IRS 501C3 ORGANIZATIONS –

7.1. The MCVFA is an organization that is regulated under the rules for lobbying. Lobbying is defined by New York State as any attempt to influence a specific list of covered governmental actions or decisions, at the State or local level.

7.2. Both direct communications with targeted public officials' communications designed to encourage the public to themselves call on public officials count as lobbying in New York.

7.3. These activities count as lobbying in New York:

7.3.1. The passage, defeat, introduction, or non-introduction of State or local legislation or resolution (including budget legislation), and the approval or disapproval of such legislation by the Governor or a local level mayor/chief executive

7.3.2. The adoption, issuance, rescission, or modification of terms of an executive order (by the Governor or a local level mayor/chief executive)

7.3.3. The adoption or rejection of any State agency or local rule or regulation having the force of law

7.3.4. Procurement decisions, rate-setting and Tribal-State compacts

7.3.5. Note that the State lobbying regulations apply at the local level for any counties, cities, towns, villages, and improvement/special districts with populations over 5,000, and school districts of any size.

7.4. Activities that are not allowed:

7.4.1. Making or soliciting contributions for, on behalf of, or against any candidate for public office or to a political party. A candidate for public office includes any candidate in an election for a national, state or local public office.

7.4.2. Endorsing or opposing a particular candidate or political party. Rating a candidate is also prohibited, no matter how objective such a rating may be.

7.4.3. Making statements in support of or in opposition to a candidate or a political party, whether orally, recorded or in writing, including by in person distribution, mail, email, text, or posting on social media or the Internet. The organization may, however, be able to speak in opposition to the policies or actions of a current public official who is running for office, as discussed below at the end of this section.

7.4.4. Using the organization's resources - including office space, telephones, internet account, printers, employee time - to engage in political campaign activity.

7.4.5. Providing funds from a 501(c)(3) organization to a 501(c)(4) organization which engages in political activity without controls to assure that the funds are used solely for 501(c)(3) exempt activities, and not for political campaign activity.

7.4.6. Using Association money and or name for political fundraisers (golf tournaments, dinners, etc.).

7.5. What MCVFA can do:

7.5.1. Distribution or posting of non-partisan voter guides that may include links to other nonpartisan educational sites.

- 7.5.2. Voter registration and get-out-the-vote drives that encourage people to register and/or vote without reference to any political party or candidate. Such programs may include distribution of registration applications and offer transportation on election day. Such services must be offered to people regardless of their political affiliation.
- 7.5.3. Distribution of non-partisan voter guides that provide information to the public about the positions taken by elected officials or candidates in a wide range of issues, without taking a position on their positions.
- 7.5.4. Publication of legislators' voting records to report the activities of a body of lawmakers. Voting records could be considered political campaign intervention if they identify an incumbent as a candidate or compare an incumbent's position with other candidates or the position of the charity. However, such publication may be permissible if it is published regularly (not just during election season) and covers all legislators (not just those running for office).
- 7.5.5. Hosting candidate forums or debates. Such events may be permissible as long as all candidates for the office are invited, even if some do not attend.
- 7.5.6. All candidates are given an equal opportunity to speak.
- 7.5.7. Multiple topics are covered, and the questions asked are formulated and presented in a nonpartisan manner.
- 7.5.8. Conducting legislative caucuses.
- 7.6. Officers and directors of a 501(c)(3) organization may engage in campaign activities as long as they do so in their individual capacity, it is clear that they are not acting on behalf of the organization and, as discussed above, are not using any of the organization's resources to support the activity. Members should also make clear orally and on any printed or recorded material in which they mention their affiliation with the organization that they are not acting on behalf of the organization, and their affiliation is being acknowledged for identification only.
- 7.7. On printed materials, the following language should serve as a sufficient disclaimer:
- “Organization shown for identification purposes only. No endorsement by the organization is implied.”**

8.0 SPECIFIC ROLES OF OFFICERS AND DIRECTORS

8.1. President –

- 8.1.1. Serve as chairman of the executive board and shall serve as CEO (Chief Executive Officer) of the Association.
- 8.1.2. Establish a meeting schedule for director's meetings, general membership meetings and special meetings. Directors and general membership meetings shall be scheduled for the next calendar year, prior to the December board of directors meeting each year.
- 8.1.3. Shall preside over all directors and general membership meetings.
- 8.1.4. Appoint committee chairpersons, delegates and liaisons by the December board of directors meeting.
- 8.1.5. Call for an annual financial and records retention audit. Additional audits may be called for upon evidence that such is necessary, or called for by a majority of the Board of Directors.
- 8.1.6. Perform other duties as may be assigned by the board of directors.
- 8.1.7. Shall be authorized to sign contracts, bank drafts, and other legal documents for the Association.
- 8.1.8. Shall be a delegate to FASNY. In the event the president or vice president is an officer of FASNY, then the delegates will be chosen by the board at the December board of directors meeting, or at the time that the dual role situation is noticed.
- 8.1.9. Shall recommend the appointment of legal counsel and have the appointment ratified by the board of directors.
- 8.1.10. Appoint delegates / representatives for WNYVFA and NCNYVFA, as well as for any other organizations in which MCVFA representation is appropriate.
- 8.1.11. Shall act as the PIO for all media events. This position maybe delegated if the president is not available.
- 8.1.12. Shall appoint tellers at General Membership meetings. Said tellers shall be ineligible as candidates in any office, or position being elected. Further, tellers who are named on ballots as "write-in" candidates shall be ineligible from holding and office, or position, up for election.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

8.1.13. In the absence of the secretary at a business meeting, the president shall appoint a temporary recording secretary.

8.1.14. Shall call for Code F details when warranted. The president shall notify the chaplain to coordinate the detail.

8.1.15. Shall be one of the three individuals authorized for sign for financial transactions and the MCVFA bank (s) and other financial entities. A director and the treasurer shall be likewise so authorized.

8.2. 1st Vice President –

8.2.1. Shall serve in the absence of the president

8.2.2. Shall serve as chairperson of fundraising **

8.2.3. Shall serve as back-up to the treasurer **

8.2.4. Shall be a delegate to FASNY

8.3. 2nd Vice President –

8.3.1. Shall serve in the absence of the 1st vice president or president.

8.3.2. Shall serve as the chairperson of the steering committee. **

8.3.3. Shall serve as the back-up to the secretary. **

**** In the event there is not a 1st or 2nd VP, those tasks will be delegated to a director or appointed designee.**

8.4. Secretary –

8.4.1. Shall be present at all meetings of the board (regular and special) and the general membership meetings.

8.4.2. Shall record all minutes of such meetings both electronically and in written format.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

- 8.4.2.1. All written meeting minutes will be distributed to the Executive Board within 14 (fourteen) days of the meeting, with a draft watermark embedded in the document.
- 8.4.2.2. At the next regular Executive Board meeting, the minutes shall be approved by the Board, then the secretary will resend the minutes without the watermark within 14 (fourteen) days of the approval of the minutes.
- 8.4.2.3. For general membership meetings, the minutes will be published within 14 (fourteen) days of the meeting with a draft watermark embedded in the document.
- 8.4.2.4. At the next general membership meeting, the minutes of the last general membership meeting shall be approved by the body, then the Secretary will resend the minutes without the watermark within 14 (fourteen) days of the approval of the minutes.
- 8.4.2.5. At the option of the secretary, if the word "draft" or similar verbiage is included in the name of the electronic file of the minutes, then the word "final", or "approved", or similar verbiage shall be included in the file name of the approved minutes file.
- 8.4.2.6. Electronic copies shall be taken to the PSTF on a monthly basis. Included within the backup files shall be:
 - 8.4.2.6.1. All meeting minutes
 - 8.4.2.6.2. Any correspondence sent
 - 8.4.2.6.3. All received correspondence read, mentioned or discussed at a meeting
 - 8.4.2.6.4. All reports submitted by members and/or committees for inclusion into the minutes.
- 8.4.2.7. The record retention period for voice recordings and documents shall be held pursuant to the MCVFA Document Retention Policy.
- 8.4.3. Shall notify Executive Board members and general membership members of upcoming meeting announcements.
 - 8.4.3.1. Executive Board meetings shall be by electronic media (Email)

- 8.4.3.2. General Membership meetings shall be by physical mail (postcards or letters) and electronic mail.

- 8.4.4. Shall serve as membership secretary.
 - 8.4.4.1. Conduct an annual membership drive
 - 8.4.4.2. Issue membership cards
 - 8.4.4.3. Maintain membership lists per NYS Not for Profit Law and have such list available at each general membership meeting to assure there are qualified voters and that an official quorum can be established. The Sgt at Arms shall utilize said list to ensure that only qualified members are permitted to vote and ensure a quorum is present.

- 8.4.5. Maintain all written correspondence for the corporation.
 - 8.4.5.1. Retrieve mail for the MCVFA Post Office Box on a weekly basis.
 - 8.4.5.2. Promptly send out any correspondence as requested by the Board.

- 8.4.6. Shall check the MCVFA secretary's email account daily and promptly acknowledge / respond to any email correspondence. Correspondence which is clearly work product for the treasurer shall be left in the mail box for pick up by the Treasurer.

- 8.4.7. Shall immediately notify the president upon the receipt of a communication which is of urgent nature. The president shall determine if said matter may wait to be addressed and the next meeting (either directors or general) or if a special meeting should be called to promptly address the matter.

- 8.4.8. Outside Memberships
 - 8.4.8.1. Track and maintain MCVFA memberships in:
 - 8.4.8.1.1. FASNY
 - 8.4.8.1.2. WNYVFA

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

8.4.8.1.3. NCNYVFA

8.4.8.1.4. Any other organizations in which the MCVFA deems such to be beneficial

8.4.8.2. Track and maintain MCVFA Past Presidents memberships in FASNY.

8.4.8.2.1. Shall generate a check request annually for each membership dues notice.

8.4.9. Updated Bylaws to government agencies.

8.4.9.1. Upon amending the MCVFA bylaws, the Secretary shall submit a copy of the revised bylaws to the IRS and NYS Corporations Division.

8.4.9.2. Upon a change of one, or more, of the dais officers and/or directors, provide timely notification of said personnel changes to the appropriate government agencies. Said notifications shall be sent via the means requested by each agency, but shall be sent so that tracking/receipt of the information by the intended recipient may be demonstrated

8.4.10. Shall keep and maintain the corporate seal.

8.4.11. Shall keep an updated list of members of the Executive Board, including the terms that the Directors are serving and the expiration dates of each.

8.4.12. Shall maintain the annual rental of the PO Box at the Jefferson Road Post Office.

8.4.13. Shall maintain the annual subscription to Text-em-All , or any other messaging service currently being utilized by the Association.

8.4.14. Shall utilize Text-'em-All calling service, or any other messaging service being utilized by the Association for special notifications to directors and committee chairpersons.

8.4.15. Shall assure that the Microsoft Office editions on both the secretaries and treasures laptops are updated (software editions).

8.4.16. Shall be responsible for the care and custody of the MCVFA secretary's computer laptop.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

- 8.4.17. Take receipt of any served legal documents and forward on to the president for action.
- 8.4.18. Shall create ballots for general elections or special voting.
- 8.4.19. Shall maintain stationary supplies and postage for the Association.
- 8.4.20. Shall send condolence cards to the families of former MCVFA officials (anyone that held a MCVFA office).
- 8.4.21. Shall maintain the Sick and Welfare program (send out get well cards, flowers, fruit baskets, etc.).
- 8.4.22. Shall upon change of office or signature card signatures, create and execute a board resolution (Board vote and written in the minutes) stating such changes and provide such resolution to the bank, investment broker and insurance company. Such resolution shall be printed on Association stationary with the corporate seal affixed to the document. Said document shall be furnished to the Treasurer, in a timely manner, so that the forms and documents required to be filed by that officer may be executed properly and promptly.
- 8.4.23. After the determination of the meeting dates and venues by the president, the secretary shall make the necessary arrangements. In the event that a particular venue is not available in the selected date, the secretary shall so notify the president to that he may make either date or venue changes to permit the meeting.

8.5. Treasurer:

- 8.5.1. Shall be responsible for supervising the collection and recording of membership dues and all other disbursements, income and investments, as approved by the Executive Board.
- 8.5.2. Shall have a clean criminal background record and shall be able to be bondable. Results of background check (positive or negative) shall be presented to the board and kept on file.
- 8.5.3. Shall be authorized to make deposits and write checks for the Association in a depository or investment institution approved by the executive board.
- 8.5.4. Shall email the board a report written on the financial state of the Association before each board meeting and at the Association's business meeting.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

- 8.5.5. Shall prepare an annual financial report for the board of directors and general membership. The annual report shall be presented to the members at the annual general membership meeting in October.
- 8.5.6. Shall follow all policies as prescribed in the Monroe County Volunteer Firemen's Association Financial Operating Protocols and other commonly accepted accounting practices.
- 8.5.7. Shall be the liaison to the MCVFA authorized tax preparer / accountant.
- 8.5.8. Details describing the permissions required for funds transfers may be found in the MCVFA Financial Operating.
- 8.5.9. Shall either complete the NYS CHAR500 or ensure that the association designated accounting firm does. Said form shall be filed in the manner currently stipulated by the requiring agency, however tracking and delivery information shall be assured.
- 8.5.10. Shall complete and file a NYSCHAR410A each year or more frequently when changes are necessary.
- 8.5.11. The treasurer and the director assigned to the Investment Committee shall be the liaison to the investments management company.
- 8.5.12. Shall either prepare and distribute the Federal 1099 & 1096 forms, or ensure that the MCVFA tax preparation firm does so.
- 8.5.13. Shall maintain a check request form and shall not issue checks until authorized. An inventory of all received check requests shall be maintained, including when/if each was approved for payment, and when such payment was made.
- 8.5.14. Shall follow the practices prescribed in the MCVFA Financial Protocol Procedures, but not covered in this document.
- 8.5.15. Shall update and maintain bank signature cards. Signatures required on the bank card are:
- 8.5.15.1. Treasurer
 - 8.5.15.2. President
 - 8.5.15.3. One director

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

- 8.5.16. Shall act as the liaison to all municipal tax entities (Federal & State).
- 8.5.17. Shall complete (with signatures) the IRS 990 and have Directors review the IRS 990 prior to April 30th of each year.
- 8.5.18. Shall maintain financial records on QuickBooks.
- 8.5.19. Shall annually gather all financial records and submit them to the MCVFA tax preparation company, so that the appropriate tax forms are submitted (IRS 990).
- 8.5.20. Shall maintain a check request form and shall not issue checks until authorized.
- 8.5.21. Shall follow the MCVFA Financial Protocol Procedures not covered in this document.
- 8.5.22. Shall prepare and be available for an annual audit.
- 8.5.23. Shall make backups of the QuickBooks files, check requests, and other financial records and deposit them in the storage cabinet at the (Public Safety Training Facility) PSTF per the Document retention protocol.
- 8.5.24. Shall be responsible for the care and custody of the MCVFA Treasurers' computer laptop.
- 8.5.25. Shall recommend to the Board an outside accounting firm for tax and accounting services. Shall evaluate the CPA on an annual basis and report those findings to the Board.
- 8.5.26. Shall check the MCVFA Post office box weekly for any correspondence. Correspondence clearly not for the attention of the Treasurer shall be left in the mail box for pick up by the Secretary.

8.6. Board of Directors:

- 8.6.1. The Board of Directors are responsible for the general operation and oversight of the Corporation.
- 8.6.2. Along with the general Duties of Care, Loyalty and Obedience, the following tasks are also to be carried out by the directors. These tasks can be divided up amongst the directors, but if a task is assigned to a particular director, the expectation is that the job will be executed.

THE MONROE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
OFFICERS & DIRECTORS POLICIES & PROCEDURES - ADOPTED JUNE 22ND, 2023

8.6.3. Director assignments will be determined at the annual Board of Directors organizational meeting.

8.6.4. It is also being recommended that various committees be chaired by a Board of Directors.

8.6.5. The (5) five Directors (plus immediate past president) responsibilities will be as follows:

8.6.6. All Directors Shall:

8.6.6.1. Follow the Duties of Care, Loyalty, and Obedience.

8.6.6.2. Attend and participate in all meetings. Shall promptly notify the secretary if the director cannot attend.

8.6.6.3. Check emails daily and promptly acknowledge / respond to any email correspondence.

8.6.6.4. Read and understand the financial reports each month that is presented by the treasurer.

8.6.6.5. Read and understand the budget.

8.6.6.6. Read and approve all check requests.

8.6.6.7. Participate in organizational strategic planning.

8.6.6.8. Ratify appointments and resolutions at the annual board of directors meeting.

8.6.6.9. Shall follow all policies as prescribed in the Monroe County Volunteer Firemen's Association Financial Operating Protocols and other commonly accepted accounting practices.

8.6.6.10. Shall vote on all association business matter brought to the floor, unless a personal conflict of interest makes it appropriate to abstain from voting on a specific matter. It is not expected that abstentions will be a frequent occurrence.

8.6.6.11. Shall perform other duties as needed or assigned by the President.

8.6.7. Other Board of Directors Specific Jobs / Assignments

- 8.6.7.1. The following specific job responsibilities need to be fulfilled by the Directors on an annual basis. These tasks should be divided up as equal as possible.
- 8.6.7.2. Directors should volunteer for the tasks that they are capable of performing. These jobs should be assigned at the Board of Directors annual meeting. For most of the tasks, the director will act as a liaison to the committee.
 - 8.6.7.2.1. Be the Director responsible for Human Resources and conduct investigations regarding complaints about the Officers or Directors.
 - 8.6.7.2.2. Be the liaison of the Bylaws / Strategic Planning/Financial Protocols Committee
 - 8.6.7.2.3. Be the liaison to the Budget and Finance Committee
 - 8.6.7.2.4. Shall serve as liaison to the Monroe County Ladies Auxiliary
 - 8.6.7.2.5. Shall annually review with the insurance agency, the current D&O policy, general liability policy and premiums to be paid.
 - 8.6.7.2.6. Be the liaison to the Investments Committee.
 - 8.6.7.2.7. Shall be one of three signatures on the bank signature card. The president and treasurer shall be the other signatures.
 - 8.6.7.2.8. Shall provide guidance to Public Relations Committee.
 - 8.6.7.2.9. Be the liaison of the General Meetings Committee. This includes logistics of meetings (venue, food) and securing a topic / speaker.
 - 8.6.7.2.10. Shall be the liaison to the fire prevention committee

8.7. Immediate Past President

- 8.7.1. Serve as Chairperson of the Nomination / Election Committee
- 8.7.2. Shall perform other duties as needed or assigned by the President.
- 8.7.3. Shall serve in the absence of the president when the 1st and 2nd Vice Presidents are not available or are open positions.

8.8. Other Non-Officer / Director Positions

8.8.1. Sgt-at-Arms

- 8.8.1.1. Shall at General Membership meetings, assure attendees complete the Association sign-in attendance sheets.
- 8.8.1.2. Shall be the caretaker of the Association banner, flag, and memorial bell and assure that these items are brought to each General Meeting or special event when requested.
- 8.8.1.3. Shall lead the membership in the Pledge of Allegiance at the opening of each meeting or special event.
- 8.8.1.4. Shall maintain order and decorum during the meetings.
- 8.8.1.5. Shall remove unruly members during the meetings at the request of the Chair.
- 8.8.1.6. Shall be the Quartermaster for the Association.
 - 8.8.1.6.1. Shall maintain inventory and custody of badges and insignia
 - 8.8.1.6.2. Shall notify the Board of Directors when supplies are running low.
 - 8.8.1.6.3. Shall have the authority to create check requests to order supplies or maintain existing equipment (ex. dry cleaning banner).
 - 8.8.1.6.4. Shall not have the authority to make actual purchases without authorization of the Board of Directors.
 - 8.8.1.6.5. Shall swear in officers and directors at the annual Board of Directors organizational meeting.
 - 8.8.1.6.6. Shall perform other duties as needed or assigned by the president.

8.8.2. Chaplain

- 8.8.2.1. Shall lead the General Membership with invocation and benediction during scheduled meetings and special events.

- 8.8.2.2. Shall collect the necrology list for MCVFA members and read such names at the general membership meetings.
- 8.8.2.3. Collect the MCVFA necrology list and transmit those names to FASNY, WNYVFA, and NCNYFA so that they may be read at those conventions.
- 8.8.2.4. Coordinate MCVFA Code F's that are called for by the President.
 - 8.8.2.4.1. Lead MCVFA detail at the funeral home service, graveside service or both.
 - 8.8.2.4.2. Shall coordinate with family if MCVFA services are needed for Honor Guard, pall bearers or any special detail.
 - 8.8.2.4.3. Shall maintain supply of badge mourning covers to distribute, if necessary, at Code F events.
 - 8.8.2.4.4. Shall lead prayers at funeral home or gravesite or both.
 - 8.8.2.4.5. Shall perform other duties as needed or assigned by the president.

9.0 MODIFICATION PROCEDURE

- 9.1. This document was authored and approved with the intent of setting forth the duties and responsibilities and to allow current (and future) D's and O's understand what is expected of them.
- 9.2. The descriptions found herein are not legally required and are not required to be furnished to any governmental entity.
- 9.3. Should any member of the Association feel that a modification, amendment, addition or deletion is appropriate he shall present his opinion to the Board of Directors at a regularly scheduled meeting, after requesting that his intention is communicated to the secretary so that adequate time on the agenda may be reserved.
- 9.4. Upon the request that this document be modified in any fashion, the BoD shall consider the proposed changes at their next appropriate meeting.

9.4.1. Upon sufficient discussion, the president shall call for a motion relating to the proposed change (s), which shall be handled in accordance with the meeting protocol set forth in the version of Roberts Rules of Order currently being followed by the association.

10.0 GENDER NEUTRALITY OF THIS DOCUMENT

10.1. Unless the context otherwise requires, a reference to one, or more, gender (s) shall be presumed, and intended, include that same reference to all other genders.

Revision History

05/22/23	(v 01)	Document prepared
06/--/23	(v 02-09)	Various preparatory changes
06/22/23	(v 10)	Document approved by BoD
06/22/23	(v 10a)	Extensions to time requirements for secretarial duties
07/27/23	(v 11)	Revised – formatting changes only
07/27/23	(v 11a)	Removed editing comments only
07/29/23	(v 11b)	Corrected several typographical errors