





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Membership Positions	SECTION/TOPIC: GENERAL ADMINISTRATION
NUMBER: 100-12	ISSUE DATE: 6/4/19
REVISION DATES:	APPROVED BY: Gary Vickerson  <hr/> PRESIDENT – BOARD OF DIRECTORS Tim Pope  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure establishes the membership positions within the organization.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department.

III. PROCEDURE

- A. Members
 - 1. Defined as Full Volunteer Members and Full-Time Employees
- B. Membership Positions
 - 1. Secretary
 - 2. Treasurer
 - 3. Chaplain
 - 4. (2) Firefighter’s Relief Fund Board of Trustees
- B. Annual Appointments
 - 1. At the July Business Meeting, the Members will elect by majority vote a Secretary, Treasurer, Chaplain and (1) Firefighter’s Relief Fund Board of Trustee.
- D. Duties of the Secretary
 - 1. Is responsible for the recording/posting of the minutes of each business meeting and will handle any official correspondences that are needed for volunteer members.
- E. Duties of the Treasurer

1. Is responsible for the financial management of the Firefighter's Fund, Firefighter's Assistance Fund and the Junior Firefighter's Fund, including the maintaining of bank account(s) and making necessary and appropriate disbursements of funds.
2. Is responsible for providing a detailed report to the members present at each business meeting, specifying the fund balances and expenditures from the prior month.
3. Is responsible for receiving member contributions, donations, earnings and depositing those funds into appropriate account(s) in a timely manner.
4. Is responsible for maintaining accurate records of all fund receipts and disbursements.

F. Duties of the Chaplain

1. Is responsible for providing spiritual care and assistance to current and retired members, as well as their families and members of the community as stated in SOP 200-23 Chaplaincy Program.

G. Duties of the Firefighter's Relief Fund Board of Trustees

1. Is responsible for assisting other appointed trustees in the management of the Firefighter's Relief Fund which includes investment decisions, disbursement decisions and record keeping.