

Appendix G – Job Description Director At-Large

POSITION TITLE: DIRECTOR-AT-LARGE

REPORTS TO: BOARD OF DIRECTORS

GENERAL FUNCTION: The Director-at-Large is an elected position of the Ohio Fire Chiefs' Association, with a term of three years, who is responsible for transacting all business of the Association. The Director-at-Large is committed to the mission, vision, and values of the Association through ethical conduct, stewardship of resources, individual initiative, and responsive service. He/she demonstrates leadership, management, and communication skills through effective collaboration, using team resources, progressive decision making, and personal responsibility.

REQUIREMENTS: Must be an active member of the Association whose dues for the current year are up-to-date. *Must be elected by a majority of the membership as outlined in the current by-laws.*

LEADERSHIP:

- Establishes long-term direction of the Association through team development of mission, vision, values, and behaviors.
- Builds a learning, thinking, and revived Association by staying current on fire service issues and using best practices and continuous improvement to move the Association forward.
- Provides an avenue of information to members to assist the members in making good decisions in matters relating to the fire service.
- Shall uphold the constitution of the Association and ensure constitutional directed activities are achieved.
- Exhibits behavior consistent with the mission, vision, and values of the Association.

COMMUNICATION:

- Provides comprehensive advice and information to fellow board members, committees, staff and the membership.
- Communicates the Association's mission, vision, and values through words and actions.
- Provides two-way communication, through various methods, on matters relating to the membership and the business of the Board of Directors.

MANAGEMENT:

- Assists in ensuring proper appointment, counseling, development, and mentoring of committee members to achieve a cohesive work group consistent with the mission, vision, values, and behaviors of the Association.

- Guides and encourages membership in addressing fire service issues.
- Participates in the preparation of operational budgets and exhibits good stewardship of the Association's resources.
- Establishes procedures to assure the highest standards of services through adequate monitoring and performance in all Association services.

ESSENTIAL FUNCTIONS (TASKS):

- Is expected to attend at least 75% of all scheduled board meetings annually and other meetings as necessary to effectively represent the Association.
- Actively participates in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters and prepares for meetings.
- Develops relationships with membership to build a collegial working rapport that contributes to consensus on matters of importance.
- Works to increase the membership of the Association.
- Performs other duties as required by the office by action of the members or by policy direction of the Board of Directors.
- Shows commitment to board activities.
- Assists the Conference Director with the annual conference.
- Listens respectfully to others point of view.
- Assist President Elect with the Winter Symposium.