



State Representative Program Application

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rank or Title: \_\_\_\_\_

Years with Department/Organization: \_\_\_\_\_

List any other affiliations you have within the Fire or Emergency Services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What organizations within the Fire or Emergency Services are you a member of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be able to spend between 5-10 hours per month on this program?  YES  NO

Please write a brief description of why you would be a good fit for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose:**

The State Advocate Program will bring more awareness to the local levels within the fire and emergency services through regional events, outreach, and marketing.

**Goal:**

To increase membership within the organization.

**Description:**

Within each state, providence, or other local region, there are organizations that exist to assist firefighters, fire officers, and emergency medical providers. These organizations have already built relationships with their members or constituents. Women in Fire hopes to affiliate with these organizations in an effort to create partnerships.

In order to accomplish this, it would be beneficial to have an advocate for Women in Fire in each local area (state, providence, etc.). These advocates would not be considered Trustees and would not have voting powers. They would, however, be recognized as an Advocate for Women in Fire.

The responsibility of each Advocate would be to create a list of organizations within their area that may have potential members. Some of these organizations may include (but are not limited to):

- The State Fire Marshal's Office
- State Chief's Association
- State Fire Department Association
- Unions
- Volunteer Organizations
- State Fire Schools
- Colleges with Fire Science Programs
- Fire Academies
- CPAT/Assessment Centers
- Fire Departments
- County Organizations

In addition to organizations, the Advocate would be asked to submit information regarding local trainings, seminars, or conferences that Women in Fire may be able to advertise their membership.

The Advocate would contact each of these organizations to find out if they would be willing to promote Women in Fire membership. In turn, we could list their organization as a supporter of Women in Fire.

**Application:**

Please complete the application and return to Kimberly Cox at [kcox@womeninfire.org](mailto:kcox@womeninfire.org). Please also include a letter of recommendation from your Department.

## **Methods to Accomplish Goals:**

In the toolbox, there will be the following:

- Presentation that can be used to provide information about Women in Fire.
- A sample letter to explain the mission of Women in Fire.
- The membership application form.

## **Appointment:**

Advocates will be chosen through a brief application process, and interview with the Regional Trustee. Once chosen, the Advocate will be responsible to inform the Trustee on a quarterly basis. This trustee will keep the Executive Director informed of any contacts made, marketing requests, or questions. The Executive Director will create a quarterly report for the President.

Each Advocate will be required to sign the Code of Conduct for Advocates, before being accepted. The term for each Advocate would be three years, beginning with the 1<sup>st</sup> day of the next month after being appointed.