



Functional Trustee Position Description

Trustee Description

Trustees on the Board for Women in Fire should endorse and support the mission, core values, policies, and initiatives of the organization.

All members of the Board are expected to represent Women in Fire in a positive light and encourage all ranks and genders to join our membership so we can learn how to work together and become a stronger working family in our profession.

Trustee Expectations

Membership must remain active with the organization.

Must be an active member within a volunteer or career department, or have experience within the previous five years.

Act as the lead planner for hands-on training hosted by Women in Fire.

Have the ability and desire to work with departments that are struggling to retain diversity and inclusivity in their departments.

Provide mentorship to other Women in Fire Trustees and members of the organization.

Act as an informed representative of Women in Fire policies and activities.

Devote approximately 5-10 hours per month on Women in Fire projects and committee work

Trustee Duties and Responsibilities

Active participation in monthly trustee conference calls.

Attend the annual Board meeting, whether in person or by alternative methods as approved by the Board. (Note: Women in Fire may not be able to cover the travel expenses associated with trustee attendance at the board meeting and Conference.)

Assist in responding to website or external requests for information, support, networking, and guidance.

Chair or participate in one or more committees and conduct such meetings as necessary to the business of the committee, with minimum of a quarterly basis.

Provide a minimum of one newsletter article per year.

Supply a picture and updated biography for the Women in Fire website.

Actively participate in the Women in Fire Mentoring Program.

Perform other duties as requested.

Term

Trustees shall be appointed for an initial term of three years. Trustees shall be limited to no more than four consecutive terms totaling twelve years.

Application Process

Current resume

Written biography (approximately 150 – 250 words)

Signed copy of the Women in Fire Rules of Conduct

Signed letter from your supervisor, indicating support of your desire to become a Women in Fire trustee including the time commitment and obligations required by you if you are appointed. A statement indicating the understanding that there may be times where financial assistance is needed by the Department for attending the annual conference and board meeting.



Trustee Rules of Conduct

To further its mission, certain standards shall govern the conduct of every board member and staff of Women in Fire. Participation in the business and organizational activities of Women in Fire applies to current Board of Trustee, Advisory Board, Executive Board and staff, as defined by our Bylaws, and the following Rules of Conduct Policy.

POLICY – It is the policy of Women in Fire that all board members and staff, in the performance of their duties, during official functions and/or involved in organizational activities, comply with Women in Fire Bylaws and Rules of Conduct as herein stated, with the additions and amendments of these rules that may be promulgated, with all other orders and directives, either verbal or written, which may be issued by Women in Fire authority. The violation of any rule of conduct, procedure or lawful order, whether written or verbal, may result in enforcement actions up to and including expulsion from the organization.

CONDUCT UNBECOMING – Every board member and staff person shall conduct himself/herself at all times, while representing Women in Fire in a manner which reflects most favorably on the organization. This pertains to the perceptions of fellow members, staff, and the public. Conduct unbecoming shall include that which tends to bring Women in Fire into disrepute, reflects discredit upon a representative of Women in Fire, or that which tends to impair the operation or efficiency of Women in Fire, its members or staff.

COURTESY – Board members and staff shall be courteous to fellow members, staff and the public. He/she shall be tactful, shall control his/her temper and exercise utmost patience and discretion, and shall not engage in hostile or combative discussions, even in the face of extreme provocation. While acting as a member of Women in Fire, he/she shall not use coarse, violent, profane, or insolent language or gestures toward the public, fellow members, board members or staff. No expression of any prejudices or use of language which might be insulting or demeaning concerning race, sex, religion, politics, national origin, sexual orientation, lifestyle, or similar personal characteristics will be tolerated. Accordingly, Women in Fire will not tolerate unlawful discrimination against or harassment of any of our staff, board, members or others present at our facilities by anyone, including any supervisor, co-worker, member, vendor, client, or customer of Women in Fire.

CRITICISM – Board members and staff, in the course of organization duties and/or activities shall not criticize or ridicule Women in Fire or any other agency, by speech, in writing or by expression in any other manner, when such speech, writing or by expression is defamatory, obscene, unlawful, or exhibits a reckless disregard for truthfulness.

COMMUNICATION – Members and staff shall not address a public gathering, appear on a radio or television, utilize social media, prepare any article for publication, and/or act as a correspondent to a newspaper or periodical as a representative of Women in Fire without written permission from the organization’s President or Vice-President.

AFFILIATION – Board members and staff may use their title and the Women in Fire logo for presentations, social media, articles, radio/television appearances and other appointments as long as all other sections of the Women in Fire bylaws and Rules of Conduct are adhered to.

PUBLIC TRUST – Board members shall not receive, seek, solicit or share in any fee, reward, or other reimbursement for the performance of his/her duties, (or for failure to perform duties) as a trustee of Women in Fire that is not authorized by the organization. He/she shall immediately report to the Women in Fire President or Vice-President any offer or attempt to offer money, donations, gifts or other gratuities made in an effort to influence his/her conduct as a Women in Fire board member.

LOBBYING – Board members and staff shall refrain from lobbying the federal, state, or local legislature under the name of Women in Fire, unless approved by the organization’s President or Vice-President.

FURTHERMORE – the following is a list of attributes that are expected to be adhered to by the Board and staff:

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| Respect | Communication |
| Responsibility | Confidentiality |
| Honesty | Being supportive |

I agree to adhere to the Women in Fire Rules of Conduct stated above.

Printed Name

Signature

Date