

METRO FIRE CHIEFS ASSOCIATION

Responsibilities for 2020

RESPONSIBILITIES PER THE BYLAWS

President Alsip Chief Tom Styczynski

- Direct the organization and assure those with responsibilities perform their duties
- Plan Executive Board meetings and General Membership meetings (prepare agenda packets)
- Preside at all Board meetings & General Membership meetings
- Appoint a Sergeant-at-Arms
- Appoint members of all committees with advice and consent of Executive Board
- Fill vacancies in office
- Take no part in debate when chairing meeting except by consent of majority of Active Members present
- Cast deciding vote in a tie
- Sign all official documents as authorized by the Association or Executive Board
- House and maintain the Association's ceremonial bell

First Vice President Frankfort Chief Bob Wilson

- Assist the President, as needed
- Substitute for President, as needed

Second Vice President ??

- Assist the President and 1st VP, as needed
- Substitute for 1st VP or President, as needed
- Serve as Chair of the Administrative Professionals Luncheon Committee, planning and administrating the event unless this is otherwise assigned by the President (this not in Bylaws)
- Serve as Chair of the Sick & Welfare Committee
 - o Committee member to contact or visit any sick or disabled member & inform membership of person's condition at next regular meeting
 - o Chairperson to notify Treasurer in case of death of active or honorary retired member in good standing
 - o Chairperson to notify the members immediately upon the death of a member
 - o Assure eligible retiring active members and outgoing president receive plaque or \$100 gift card

(Broadview Chief Tracy Kenny)
(Broadview Chief Tracy Kenny)

Westmont Chief Steve Pily

Secretary

- Custodian of all papers, documents, correspondence re: the affairs of the Association
- Record the minutes of all meetings and preserves them in an Official Minute Book
- Keep an Up-to-Date record of all amendments to the By-Laws
- Gives proper & timely notice of all meetings to all members.

Retiree Tom Deegan

Treasurer - Appointed Annually by President, Non-Voting

- Custodian of all Association monies
- Collect and keep an accurate record of dues or Association belongings
- Keep an accurate record of the membership of the Association
- Distribute dues invoices to all Members by November 1st of each year, with 2nd notices to those unpaid by December 15th of the same year
- Arrange for food for all General Membership meetings and Executive Board meetings, and advise venues
- of attendance counts

Retiree Al Wax
Retiree Jim Jackson

Sergeant-at-Arms - Appointed by President, Non-Voting

- Assist with enforcing the Bylaws
- Perform other duties as the President may prescribe
- Update, Maintain, and distribute the Association's website and membership directory

Directors

• Past President	Broadview Chief Tracy Kenny
• Active Director	Batavia Chief Randy Deicke
• Active Director	Lyons Chief Gordon Nord
• Active Director	Berkeley Chief Mike Kuryla
• Active Director	Grayslake Chief John Christian
• Active Director	Schaumburg Chief Jim Walters
• Active Director	Winfield Chief Steve Evans
• Active or Affiliate Director	Beach Park D/C Fred Freidl
• Retired Director	Retiree Dick Swanson

Auditing Committee Chairperson, Appointed by President • Provide a slate for nomination to the Regular membership meeting

- Audit the books of the Treasurer in November or whenever so ordered
- Submit recommendations of a financial nature as may be necessary

Nominating Committee Chairperson

- The Executive Board constitutes the Nominating Committee

- Administer the voting processes

AD-HOC RESPONSIBILITIES (NON-BYLAWS)

Administrative Professionals Luncheon Committee Chairperson

Broadview Chief Tracy Kenny

- Plan and administer all aspects of the event, including all preparation, scheduling, arrangements, invitations, gifts, agendas, venue contacts, plan execution, etc.

Bylaws Committee Chairperson

Berkely Chief Kuryla

- Recommend Bylaws amendments
- Administer implementation of Bylaws Amendments pursuant to Article IX of the Bylaws

Directory/Website Committee Chairperson

Batavia Chief Randy Deicke

- Maintain the Membership Directory and assure it is properly posted to, and maintained on, the Organization's website
- Maintain and update, as necessary, the Organization's website

Fundraising Committee Chairperson

Retiree Tom Deegan

- Serve as liaison to the Illinois Chiefs Association Foundation to support and report on Foundation fundraising efforts
- Identify opportunities for raising funds for the Metro Fire Chiefs Association

HOME Day Committee Chairperson

Retiree Tom Deegan

- Plan and administer all aspects of the event, including all preparation, scheduling, venue-attainment, arrangements, speaker-recruitment, invitations, gifts, agendas, venue contacts, plan execution, legislator contacts and follow-up, etc.

Illinois Fire Chiefs Association Liaison

Grayslake Chief John Christian

- Serve as the Liaison between the Metro Chiefs Executive Board and the Illinois Fire Chiefs Executive Board and Executive Director

Installation/Holiday Luncheon Committee Chairpersons

Retiree Fred Freidl

- Plan and administer all aspects of the event, including all preparation, scheduling, arrangements, invitations, gifts, agendas, venue contacts, plan execution, etc.

Co- Chair Broadview Chief Tracy Kenny

Legislation Committee Chairperson

Grayslake Chief John Christian

- Track legislation that may be of interest to, or have impact on, members, their agencies, or the Association
- Report on legislation of interest
- Prepare Association position papers on legislation, as directed
- Bring recommendations to the Executive Board for encouragement of member legislative contacts and/or
- Forward legislative information from the Illinois Fire Chiefs Association or other organizations

Programs Committee Chairperson

Schaumburg Chief Jim Walters

- Identify potential relevant programs and speakers for General Membership meetings and Special meetings
- Schedule programs and speakers
- Arrange for the programs and speakers, including scheduling, logistics for all presentations, and soliciting attendees for Regular and Special General Membership meetings

Symposium Committee Chairperson

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- Is often the same as the Programs Committee Chairperson, but not always
- Identify potential relevant programs and speakers for symposiums and seminars
- Schedule symposium/seminar programs and speakers
- Arrange for the programs and speakers, including scheduling, logistics for all seminars and symposiums

Metropolitan Fire Chiefs Association of Illinois History Committee Chairperson

Retiree Dick Swanson

- Perform all functions as organization historian
 - Index, maintain, retrieve, and display as appropriate or requested Association historical documents and other
 - Assist with research related to Association history
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