

OFDDA POLICIES

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EXECUTIVE BOARD X

DUTIES OF FIRST VICE PRESIDENT

1.0 **PURPOSE**

The purpose of this Policy is to outline duties of the First Vice President.

2.0 **SCOPE**

This Policy applies to the First Vice President of the OFDDA.

3.0 **GENERAL PROVISIONS**

3.1 Duties of First Vice President:

In addition to the duties and responsibilities of the First Vice President that is covered by the Constitution and Bylaws, or by specific policies, the First Vice President shall be responsible for the following:

3.1.1 Serve as ex officio or regular member of any standing or special committees, as directed by the President.

3.1.2 Shall report or contact as needed other committee chairs for a report of activities of their committees.

3.1.3 Shall serve as chair of the Oregon Fire Service Conference Committee.

3.1.4 If the First Vice President is unable to serve as chair. The President, with board approval, may appoint an alternate board member to that position.