

OFDDA POLICIES

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MEMBERSHIP COMMITTEE

1.0 **PURPOSE**

The purpose of this Policy is to establish a membership committee to encourage membership in the Oregon Fire District Directors Association.

2.0 **SCOPE**

This Policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

The committee members and its Chair shall be appointed by the President of OFDDA, representing--as much as possible--different geographical areas of the state.

3.1 Duties of the Chair

3.1.1 To distribute to the committee members all material, application forms, and committee procedures in effect at the time.

3.1.2 To call a meeting of the committee at the Fall Conference to evaluate progress and consider any new ideas or suggestions.

3.1.3 To assist the Executive Director of OFDDA with mail-outs and distribution of material encouraging membership.

3.1.4 To submit a report to the Board of Directors concerning the activities of the committee.

3.2 Duties of the Committee

3.2.1 Each committee member shall be supplied with application forms and membership material as it is developed for distribution in his/her area.

- 3.2.2 Each committee member shall forward a report to the Chair not later than August 1st, advising how many contacts he/she made and the amount of membership material he/she distributed.
- 3.2.3 To meet first time attending members at conferences, introduce them to the membership and outline the assistance OFDDA can provide to members.