

OFDDA POLICIES

APPROVED: _____
REVISION: _____
REVISION: _____
REVISION: _____

POLICY NUMBER: 146
NUMBER OF PAGES: 1
ADOPTED: X **DRAFT:** _____
EXECUTIVE BOARD: _____

TREASURER

1.0 PURPOSE

The purpose of this policy is to outline the duties of the Treasurer for 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

3.1 The Treasurer

- 3.1.1 Shall be appointed by the OFDDA President from members of the Board of Directors.
- 3.1.2 Shall be familiar with the bylaws, policies, and have knowledge of how the Association operates.
- 3.1.3. Shall be responsible for reviewing the financial documents of the OFDDA including checking account statements
- 3.1.4 Shall, not less than thirty days prior to the Joint Conference, assist the 1st Vice President and staff in the preparation of a budget for the coming year.
- 3.1.5 This position shall be reviewed yearly and can be terminated at any time at the pleasure of the Board of Directors.
- 3.1.6 The Executive Board may authorize expenses as necessary.