

## **FFLA Chapter Director Job Description**

1. Serve as the membership, media, and general contact for the FFLA within the chapter boundary.
2. Responsible for overseeing lookout inventories, fund raising, newsletter, membership development, and other chapter activities.
3. Develop a chapter organization, as needed, to aid in administering chapter activities. Examples: Inventory chair, Membership chair, Secretary/treasurer, Restoration Project chair, Fund raising chair, etc. Smaller chapters may not need all these positions. Larger chapters may need more. Since chapters are units of an incorporated national 501(c)3 organization, the same FFLA bylaws apply to chapter governance.
4. Chapter Directors must be members in good standing of FFLA, and perform their tasks in compliance with the letter and intent of the FFLA bylaws.
5. Directors are responsible for representing their chapter on the National Board of Directors, making certain that the interests and opinions of those they represent are known to the Board. (Article 2, Sec. 5).
6. Chapter Directors are normally appointed by the FFLA Chairman and confirmed by the Executive Committee (whose actions are periodically reviewed, confirmed or modified by the full board). There is no term of office, but Chapter Director performance is reviewed annually by the FFLA Chairman. As FFLA grows, some chapters will find it desirable to conduct elections for chapter officers and set terms of office. The FFLA has not designated a chapter size where elections are appropriate. That is left to discretion of chapter membership.
7. Chapter Directors report directly to the FFLA Chair with supervision and support provided by the appropriate regional FFLA Deputy Chair.
8. Communications are the lifeline of the Association. Directors are expected to be in regular contact with the FFLA Chair and appropriate Deputy Chair. "Regular" is defined as "As needed to perform leadership responsibilities." This process is greatly facilitated by email, and all directors are urged to have internet access.
9. Coordinate and conduct an on-going inventory of all fire lookouts within the chapter area, including standing structures, condition reports, and documentation of former lookout sites. Implement periodic visits to lookout structures. Deliver FFLA brochures to staffed lookouts, as well as other appropriate locations willing to accept and distribute them.
10. Submit a written annual report by the 15th of January for the preceding calendar year including: Financial Statement, list of current chapter officers, summary of projects and activities conducted in the previous year, and Plan of Work (Objectives) to be accomplished in the upcoming year. The Secretary will keep the original report, with copies distributed to the Board of Directors with the minutes of the January National FFLA Annual Meeting.

***Revised 2016***