

ORGANIZATIONAL GUIDELINES FOR STARTING AN AUXILIARY

NAME OF YOUR ORGANIZATION

1. Dalmatian Fire Protection District Auxiliary
2. Dalmatian Volunteer Fire Department Auxiliary

OBJECTIVES, POLICIES, PURPOSES

1. Promote fire safety and prevention education
2. Promote social, educational, and civic interests of members
3. Give fire and emergency assistance
4. Promote an exchange of ideas and experiences that will aid in serving you Fire Department and the interests of the public

MEMBERSHIP

Shall consist of all spouses, spouses of retirees, parents of the member, and children of the active firefighter or Board Member.

Honorary Member : Persons who have made an outstanding contribution to the department

Membership Dues : Optional

OFFICERS

President : It shall be the duty of the President to preside at the auxiliary meeting.

Vice-President : It shall be the duty of the Vice-President to perform the duties and responsibilities during the absence of the President. The Vice-President shall keep an up-to-date roster of the auxiliary members and provide this to the officers.

Secretary : It shall be the duty of the Secretary to keep an accurate record of the auxiliary meetings. Minutes shall be read at each meeting. The Secretary shall conduct and keep the business correspondence of the auxiliary and keep a copy of the by-laws.

Treasurer : It shall be the duty of the Treasurer to be the custodian of all funds of the auxiliary, receiving and disbursing funds upon the authorization of the auxiliary. The Treasurer shall have a listing of expenditures and deposits at the monthly meeting. The Treasurer shall conduct the personal

correspondence such as thank you cards, sympathy cards, get well cards, etc.. The Treasurer shall have the books in order and subject to audit at all times.

Some departments combine the duties of the Secretary and the Treasurer.

Historian (This is an optional position) : It shall be the duties of the Historian to record the history and special events of the auxiliary. The Historian shall make scrap books and be responsible for the care of the auxiliary owned camera.

Sergeant-At-Arms : It shall be the duties of the Sergeant-At-Arms to aid the President by preserving order, by distributing and counting election ballots and certifying votes.

COMMITTEES

1. Special Events
2. Social
3. Fundraising
4. Remembrance
5. Telephone

MEETINGS

1. Choose one (1) night a month to hold meetings for the auxiliary
2. Designate a location for the meetings, such as the fire station
3. Choose when you will elect officers and the length of their terms

BY-LAWS

1. By-laws are rules and regulations your auxiliary adopts to govern your affairs. A copy of the State FFAM Auxiliary By-Laws may be obtained to use as a guideline.