

Town of Wright Fire District Policies

Policy Name: **25.0 Duties of Secretary/Treasurer**

Date Adopted: 12/14/15

Effective: Immediately

Revised: 1/9/2017, 3/13/2017

Reviewed: *Annually*

Purpose

To clearly communicate to both the Board and the appointed Secretary/Treasurer what the expectations and duties of the position entail. Any concerns about fulfillment of these duties should immediately be raised with the Board whenever there is an issue.

General Duties

- A. It is expected the Secretary/Treasurer to be present at all Board meetings – both regularly scheduled and special meetings and hearings.
- B. If vacation or illness prevents the Secretary/Treasurer from attending a meeting or fulfilling their duty, it is their responsibility to insure the deputy is notified and/or notify the Board Chairman as soon as possible.
- C. As they are reflective of the Board, all communications should remain courteous and professional.
- D. It is expected, and professional courtesy, to acknowledge all communication directed to you (CC's are for your information and do not need response)
- E. Attend relevant trainings and stay current on Regional and State District guidelines that are provided.
- F. It will be necessary for the Secretary/Treasurer to change passwords from time to time in the normal discharge of their duties. A current, dated list of ALL usernames and passwords shall be provided to the current Board Chairman twice a year at both the February and August Board meetings, whenever changed, or upon request.

Duties of the Treasurer

- . Although not inclusive, the following tasks are part of the District Treasurer's role:
 - 1. Maintain current vendor lists
 - 2. Maintain organized and easily accessible computer and hard copy files for all capital equipment (valued >\$1,000) including property and vehicles
 - 3. Maintaining insurance records for property and vehicles
 - 4. Creating a budget template by August meeting and prepare a draft budget for the District as budget as developed
 - 5. Tracking and entering all budget expenditures
 - 6. Payment of all approved bills in a timely manner
 - 7. Issuing Purchase Orders
 - 8. Depositing all District funds and reporting to the Board fund balances on a monthly basis
 - 9. Provide accurate and current financial statements to the Board on a monthly basis
 - 10. Maintain petty cash fund
 - 11. Maintain QuickBooks or current financial software keeping all entries accurate and up to date.
 - 12. All financial record keeping shall always be no more than 14 days old.
 - 13. All books and files shall be made available to the Board at any time upon request

14. Prepare necessary documentation and deliver documents as needed for annual financial review and/or audit
15. Respond to and collect necessary paperwork for Workman's Compensation audits
16. Understand and follow all District Financial Policies
17. Make recommendations to the board that would improve finances, reporting, business practices, safety, legal compliance, etc.
18. Gather necessary budget information to prepare draft Property Tax Cap reporting filing and file once directed by Board Chairman.
19. Maintain records and obtain financial information needed to produce the Annual Report on a timely basis. Report shall be reviewed by Board prior to submission.
20. Issue necessary 1099's before IRS deadline
21. All original files, both electronic and hard copies, shall remain at the District office unless specifically directed otherwise by the Board.

Duties as Secretary

Although not inclusive, the following tasks are expectations of the Secretary:

1. Arriving early for all Board meetings to insure necessary communications, copies and reports are ready for a prompt start of the meeting.
2. Insuring copies of minutes and financial reports are available at all regular meetings
3. Post all legal notices as required on a timely basis
4. Taking clear minutes at all Board meetings including all motions and votes
5. Typing up minutes and sending them out to the Board within 10 business days or less of the meeting
6. Preparing final (Board approved) minutes for distribution and files
7. Serve as District's Record's Management Officer
8. Receiving and responding to District correspondence as required
9. Check District postal and email at a minimum of every week and the Saturday prior to the regular Board meeting
10. Forward relevant email to Board Chair or Chief as needed
11. Provide Board with all relevant communications at monthly Board meetings
12. Maintaining District Records and policies; insuring policy notebooks for members, District and Chair are always current
13. Maintaining organized files of all District policies and forms on District computer
14. Creating and organizing all District computer files in a timely manner to allow for intuitive access of all files
15. Reading and responding to District email and maintaining clean, organized email files
16. File necessary paperwork with the Town and other government entities as required
17. Prepare and initiate required legal notices postings
18. Respond to and file any necessary Workers Compensation claims.
19. Making recommendations to the board that would improve finances, reporting, business practices, safety, legal compliance, etc.
20. Maintain oaths of office for the Board and keep necessary personnel files
21. Accept filings from candidates for Board positions and prepare ballots and follow election protocols for all elections
22. Arrange for poll watchers and their payment as well as necessary set up for elections. Secretary should be prepared to serve as a poll watcher if there is no conflict of interest.
23. At any point duties can't be performed (ex. Vacation) alternate plans should be arranged through discussion with the Board

Appointment of Deputy Secretary/Treasurer

- A. Section 176 (21) of the Town Law provides that the Board of Fire Commissioners shall have and exercise all the powers conferred upon the fire district and such additional powers as shall be necessarily implied therefrom. Therefore Section 177-b of the Town Law authorizes the Board of Fire Commissioners to appoint an individual as a deputy fire district treasurer.
- B. Such appointment shall be made at the organizational meeting or as needed to keep the post filled.
- C. During the absence or inability to act of the Fire District Treasurer the deputy fire district treasurer shall be vested with all of the powers and may perform all the duties of the fire district treasurer including the giving and filing of an official undertaking.
- D. The Fire District Treasurer shall not be liable for the acts of the deputy fire district treasurer nor shall the deputy district treasurer be liable for the acts of the Fire District Treasurer.
- E. Section 174 (3.) of the Town Law provides in part that the fire district treasurer shall receive such compensation as the fire district commissioners may determine. This amount shall be set at \$15/hour and reviewed annually.