



Society of Fire Protection Engineers
Southern Ontario Chapter



SFPE SOC BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

PRESIDENT

- Act as liaison with SFPE International
- Directly supervise Executive and Chapter activities
- Schedule monthly meetings and complete agenda for Executive meeting
- Chair the monthly Executive meetings and ensure proper procedures are followed according to SFPE SOC Charter
- Ensure that monthly Executive meeting minutes are completed and forwarded to Executive members prior to next meeting
- Oversee the monthly lunch meetings and introduce the speaker
- Assist program Chair with arranging speakers and dealing with Board Of Trade issues
- Delegate duties as needed to other Executive members
- Follow-up with Executives to ensure that agreed upon tasks are completed when required
- Be the primary representative of the Chapter in outside matters involving the chapter
- Complete the Annual President's Report
- Complete President's Message for the Website
- Provide guidance to Program Chair, Membership Chair and other Executive members



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FIRST VICE PRESIDENT (PROGRAMME CHAIR)

- Make arrangements for speakers and speaker needs
- Handling Board of Trade contract
- Fax monthly banquet order to Board of Trade
- Invoice no shows and follow up on payment
- Advise Board of Trade of the final number of attendees on the Friday prior to each meeting.
- Prepare meeting notices.
- Prepare list of reservations
- Enter list of attendees / payments from meeting onto Excel file and send to Executive Committee
- Keep o/c (handwritten entries) of paid meeting list
- Prepare nametags and meeting list for lunch meetings
- Bring nametags and the list of registered attendees to the meeting
- Bring / store / collect name tag holders
- Send out meeting receipts after meetings (member forgot / lost receipt)
- Membership dues receipts
- Complete the Annual Programme Chair Report and submit to the President by the agreed due date

SECOND VICE PRESIDENT (MEMBERSHIP CHAIR)

- Compile and keep the database of Chapter membership information
- Keep a back-up copy of the current membership database
- Keep a current database of membership email addresses
- Distribute all monthly meeting notices and other email correspondence to Chapter membership
- Complete the Annual Membership Chair Report and submit to the President by the agreed due date



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TREASURER

- Share the responsibility of checking in attendees at monthly meetings.
- Check the status of the attendee as regards being a paid up member or otherwise.
- Promote non-members to pay for their membership
- Collect cheques and cash at monthly meetings for attendance.
- Separate the payments received at the monthly meetings into membership payments and lunch payments. Deposit membership payments and lunch payments separately.
- Confirm that the actual cheques and cash received tallies with the information recorded on the meeting attendance list.
- Count the number of attendees at monthly meetings to ensure that the bill from the Board of Trade (BoT) reflects the true number of attendees.
- Issue a cheque to the BoT for the costs of room rental and lunches (preferably) directly after the meeting is ended.
- Two signatures are required for each SOC cheque issued.
- Deposit the funds from the meeting into the SOC Royal Bank of Canada (RBC) Account.
- Issue cheques, on an as required basis, for other SOC expenses. The issuance of cheques must be approved by the Executive. These expenses include, but are not limited to, golf tournament expenses, liability insurance policy, donations and stationary items.
- Maintain an electronic ledger showing the deposits, withdrawals, interest, charges relating to the SOC RBC account.
- Provide the SOC Executive with the results of the income versus cost for monthly meetings and of the current bank balance.
- Negotiate the re-investment of GIC with the RBC or other financial institutions on their maturity.
- Prepare and discuss a financial report for the May Annual General Meeting (AGM).
- Provide copies of this report for the attendees at the AGM.



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SECRETARY

- Take the Minutes of the monthly Executive Meetings and the AGM
- Type up and distribute the meeting minutes prior to the next meeting
- Provide support to other chapter executives

PAST PRESIDENT

- Be a back-up to the President in all capacities to ensure the smooth operation of the chapter
- Help President with SFPE International responsibilities
- Oversee Executive and Chapter activities
- When the President is not available, Chair the monthly Executive meetings
- Provide assistance to all other executives where needed (a responsibility for all Executives!)
- Provide guidance to the President and other Executive members