POSITION DESCRIPTION
PAST PRESIDENT

Wisconsin State Fire Inspectors Association | Adopted | 10/27/22
 | Revised |

Position Summary

The position of Past President for the Wisconsin State Fire Inspectors Association provides guidance and advice to the incoming President of the Association to ensure a smooth transition of office. The outgoing President shall become the Past President.

This position will have primary responsibility for assisting the President and/or Executive Board with continuity of office for the best interest of the Association. This position may also advice or give insight into traditional practices of the Association.

Fundamental duties of the Position

- To assist the current President with the transition of essential duties
- Represent the Association as required
- Mentor officers and Area Chairpersons as needed or requested

Essential Functions:

- Must be a regular member in good standing with the Association who was most recent President
- Assist to implement all established goals and objectives through cooperative interaction and discussions with and under the direction of the Board of Directors.
- Takes actions necessary to support the mission statement of the Association
- Represent the interest and strive to achieve the goals of the Association on all matters
- Takes actions necessary to support the mission statement of the Association.
- Perform quality control checks on programs to ensure they meet their stated goals/objectives.
- Explore grant opportunities the Association may be eligible for to offset training costs.
- Assist as an ambassador of the Association when attending other state or national functions.

Essential Knowledge, Skills and Abilities

- Time management skills
- Computer skills, ability to work with Microsoft Office Word, Exel and Power Point.
- Effective communication skills, both oral and written. Well developed interpersonal skills.
- Public relations, public speaking, salesmanship, and marketing skills.
- Ability to work on multiple projects/requests at same time.
- Ability to work within an organization in dynamic change.
- Basic understanding of effective instructional techniques and use of audiovisual equipment.
- Basic understanding of fire inspection techniques, enforcement procedures and responsibilities.
- Basic understanding of the state adopted regulations, codes and standards.
- Basic understanding of portable fire extinguishers, fixed fire extinguishing systems, automatic fire sprinkler systems, standpipe and hose systems, water supply systems, automatic and manual fire alarm systems and devices.
- Experience developing age appropriate public education programs.
- Basic knowledge of nationally established public education programs.
- Basic knowledge of emergency planning and preparedness techniques.
- Basic knowledge of juvenile fire setter deterrent programs and education.