POSITION DESCRIPTION

2nd VICE PRESIDENT

Wisconsin State Fire Inspectors Association

Adopted	10/27/22
Revised	

Position Summary

The position of 2nd Vice President for the Wisconsin State Fire Inspectors Association in the absence of the President, and 1st Vice President, assume all roles, responsibilities and duties of the President. The 2nd Vice President may be assigned by the President to attend meetings of statewide concern or any other function, training or event representing the Association.

The 2nd Vice President shall act as a substitute for the 1st Vice President, and/or President, and be ready to step into the roles and responsibilities of the 1st Vice President or President in his/her absence due to special request, sickness, resignation or any other absence for the duration of the absence in an acting role, up to the end of the elected term.

Fundamental Duties of the Position

- In the absence of the President and /or 1st Vice President, to serve as chairperson of the Board of Directors meetings and in all meetings of the membership
- Perform any duties assigned by the President or 1st Vice President on behalf of the Association
- Serve on the Conference Committee
- Help facilitate the Annual Conference with the 2nd Vice President

Essential Functions:

- Must be a regular member in good standing with the Association
- Be elected to a one (1) term unless reaffirmed by a plurality vote of regular members in good standing attending the Annual Meeting with a maximum of two (2) consecutive years.
- Be a voting member of the Board of Directors
- In the absence of the President and/or 1st Vice President, establish all necessary committees and appoint a Chairperson of said committees
- In the absence of the President and/or 1st Vice President, preside at all meetings of the Board of Directors and Executive Board
- Mentor subordinate officers and Area Chairpersons
- 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.

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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.