



**WASHINGTON STATE  
FIRE FIGHTERS'  
ASSOCIATION**

PMB 117 • 1910 E. 4th Avenue  
Olympia, WA 98506-4632

**APPLICATION FOR APPOINTMENT TO REPRESENT THE WSFFA**

This form can be obtained at <http://www.wsffa.org> or by calling the WSFFA office at: 800-340-8023

**Please return your completed application along with your resume and a letter of interest to:**

**President, WSFFA, PMB 117 – 1910 E 4<sup>th</sup> Avenue, Olympia, WA 98506-4632**

**What position are you applying for\*?** \_\_\_\_\_

\* Some positions may have special requirements – see Page 5 for any special requirements.

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home E-mail:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Driver License No.** \_\_\_\_\_

**Fire Department Affiliation:** \_\_\_\_\_

**Fire Dept. Business Address:** \_\_\_\_\_

**City, Zip** \_\_\_\_\_

**Chief or Contact Name:** \_\_\_\_\_

**Chief's Business Phone:** \_\_\_\_\_ **Business E-mail:** \_\_\_\_\_

**Are you registered to vote in the State of Washington?**  Yes  No

**Legislative district in which you reside\*** \_\_\_\_\_ **Congressional district in which you reside\*** \_\_\_\_\_

\*can be found on your Voter Identification Card or <http://apps.leg.wa.gov/districtfinder>

**How may we best contact you?**  Home E-mail  Business E-mail  
 Home Phone  Business Phone  
 Cell phone  Other \_\_\_\_\_

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**Have you ever been convicted of, or found to have committed a crime or offense?** (Do not include traffic offenses for which the fine was less than \$200.)  Yes  No If yes, please attach an explanation to this application.

**Education (check all that apply):**

High School or equivalent

College or University

Name: \_\_\_\_\_ Years attended: \_\_\_\_\_ Degree or courses: \_\_\_\_\_

Name: \_\_\_\_\_ Years attended: \_\_\_\_\_ Degree or courses: \_\_\_\_\_

Technical or other

Name: \_\_\_\_\_ Years attended: \_\_\_\_\_ Degree or courses: \_\_\_\_\_

**Current Employment:**

Employer \_\_\_\_\_ Job Title: \_\_\_\_\_ How long: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Licenses held (if applicable):** \_\_\_\_\_

**Professional references:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Personal references:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Previous relevant employment or experience:** \_\_\_\_\_

\_\_\_\_\_

**Membership in professional or civic organizations; government boards or commissions (include offices held and dates of terms):** \_\_\_\_\_

**Community service/volunteer activities:** \_\_\_\_\_

\_\_\_\_\_

WSFFA Board of Trustee meetings are held on Saturdays 4 to 8 times per year. Are you able to actively participate in weekend meetings?  Yes  No

Other Board assignments generally occur on weekdays during regular business hours. Are you able to come prepared to actively participate in daytime meetings?  Yes  No

**I hereby certify that the information provided in this application is true, accurate and complete..**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Please use additional paper as needed to answer the following:**

**Organizational Involvement**

Provide a brief summary, including the time frame, of your participation in departmental assignments that have provided a benefit to your department's mission. (Example: Apparatus Specification committee, Policy Review committee, etc.)

**External Fire Service Involvement**

Provide a brief summary, including time frame, of your participation in activities that have provided a benefit to a department other than your own, a regional, or state fire service organization. (Example: local-regional training programs, state-wide committees, organizations, etc.)

**Community Involvement**

Provide a brief summary, including the time frame, of your community involvement not related to the Fire Service. (Example: local PTA, Rotary Club, Kiwanis, etc.)

**Career Development / Training**

Describe training you have received that you see as beneficial in your prospective role as a WSFFA Board member. (Example; Fire Service management, personnel management, specialized training or career training of benefit to the organization.)

**Life Accomplishments**

Describe three personal accomplishments that you feel have enhanced your life. These do not need to be within the scope of the fire service.

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**Please tell us why you want to serve on the WSFFA Board of Trustees or Committee(s).**

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**Special Requirements:**

**WSFFA Board of Trustees:** You must be a member of a member fire department. Applications must include a letter of support from the Chief or Administrator of your department with your application packet.

**Representative to the WSFFA:** As an appointed or assigned representative of the WSFFA you are expected to be a member of a member fire department, or be an individual member of the WSFFA.

**Contractor:** You must have applicable certificates, licensing and bonding specific to the assignment and/or task with the WSFFA. Please include copies of applicable documents. Recommended that you also be a member of the WSFFA.

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## **Board Members General Duties and Responsibilities**

(Reference Section II WSFFA Board or Trustees)

In addition to the specific duties and responsibilities which are required by the Articles of Incorporation and Bylaws, each Board member shall:

- Serve and function on WSFFA Committees when requested to do so;
- Attend, to the greatest extent possible, all meetings and take an active part in the deliberations and actions of the WSFFA. Notify the President or Secretary of any planned meeting absences;
- Act as the liaison from the member's sponsoring department and as the liaison from the WSFFA to the sponsoring department and local region;
- Report on the WSFFA activities and business whenever and wherever such reports are requested or necessary;
- Promote programs which are in the best interests of the WSFFA, and communicate all information of mutual interest;
- Act as a representative of the WSFFA and the sponsoring department to further the growth and purposes of the Association, with respect to Department, Personal and Sustaining Members;
- Act in a professional manner to enhance the image of the WSFFA;
- Strive to improve the proficiency and the image of the volunteer fire service and to support programs and activities which will tend to reduce loss of life and property and improve the quality of the fire service; and
- Support the Articles of Incorporation and the Bylaws of the WSFFA.

## **Vacant Board Positions**

(Reference Section II WSFFA Board or Trustees)

The Board may fill vacant Board positions from time to time. For an individual to be considered for a position, a person must:

- Be a member in good standing with a member department;
- Submit a completed Board member application;
- Submit a letter of recommendation/support from his/her department; and
- Attend one WSFFA Board meeting.

Vacant positions shall be filled in accordance with the procedures outlined in the Articles of Incorporation and Bylaws of the Corporation. The Board may also take into consideration the geographic location of the person's department when filling an unexpired term.

## **Board Member**

(Reference Section III WSFFA Board Position Descriptions)

### ***Purpose***

Together with other members of the Board, a Board Member is legally and morally responsible for all activities of the Association. The Board is solely responsible for determining Association policy, approving the annual budget and determining the goals of the Association.

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## ***Board Member continued***

### ***Key Areas of Responsibility***

#### **Policy Administration**

- Establishes and/or continues the legal or corporate existence of the Association;
- Ensures that the Association meets legal requirements for the conduct of the Association's business and affairs;
- Responsible for adopting bylaws and ensuring that the Association operates within them;
- Acts on proposed revisions to the bylaws;
- Adopts policies which determine the purpose, governing principles, functions, activities and courses of action of the Association; and
- Assumes ultimate responsibility for internal policies which govern the Association.

#### **Evaluation**

- Regularly evaluates and reviews the Association's operations and maintains standards of performance;
- Monitors the activities of the Association, including:
- reviewing reports of appropriate committees;
- confirming, modifying, or rejecting proposals;
- counseling and providing good judgment on plans of committees or the Executive committee; and
- considering, debating, and deciding issues.

#### **Public and Community Relations**

- Gives sponsorship and prestige to the Association and inspires confidence in its services;
- Understands and interprets the work of the Association to the community;
- Relates the services of the Association to the work of other agencies and focuses on social reform and progress in the community as a whole; and
- Represents the Association by attending meetings, funerals, memorials and other functions as required.

#### **Personnel**

- Selects and evaluates the Executive Committee, Secretary, and Treasurer;
- Approves policies which govern the administration of personnel; and
- Participates in recruitment, selection and development of board members, where primary responsibility for this activity is assigned to a nominating committee.

#### **Finance**

- Approves and monitors the corporate finances of the Association;
- Creates a financial climate for fulfilling the Association purpose;
- Sees that sufficient funds are available for the Association to meet its objectives; and
- Authorizes and approves the annual audit.

### ***Minimum Position Requirements:***

- Performs the duties as defined in Article IV Section of the Constitution of the Washington State Fire Fighters' Association;
- Demonstrates interest in the Association's mission;
- Has specific experience and/or knowledge in at least one of the following elements: administration, finance, personnel, program development, evaluation, public relations, or communications;
- Must be a member of a member department;
- Has a letter of support and recommendation from the Chief of the member department; and
- Has the time available to perform duties