

ROLES AND RESPONSIBILITIES OF THE FIRE DISTRICT BOARD

- Providing Policy Leadership

The Board governs and provides leadership by setting policies for the District. The Board also has the role of communicating its policies and defining the Mission and Vision of the District.

Key Element to the Board's leadership role is to focusing on Board-level policy matters such as:

- Funding
- Planning
- Developing Strategies
- Implementation of Policy Decisions

Avoid getting involved in day-to-day management of the District and becoming focused on Staff-level matters.

- Monitoring Organizational Performance

In this area, the Board carries out its responsibility for ensuring that the District is doing its job. This is a check to see if the Board's policies are achieving the desired results and looking for the District to be moving toward its vision.

Types of monitoring tools that can provide information to the Board upon which you can base your assessment of the organization are:

- Internal reports such as periodic updates from staff
- External reports such as audits and surveys
- Direct inspection by the Board of an activity or program

- Board – Staff Relationship

The Board and the Chief should function as a leadership team, where the Board works at a policy planning level and the Chief carries out the day-to-day operations. The Board acts as a body, not as individual members. The Board should work on staff and citizen issues through the Chief.

- Conducting District Business

- Public meetings with notice
- Rules of Procedure (By-Laws)
- Agendas
- Meeting types