

# **Firefighters Welfare Society Board Member Introduction:**

*Updated September 2016*

Thank you for expressing an interest in becoming a FFWS Board representative. This pamphlet is to assist you in understanding your responsibilities if elected to the board.

The board is made up of 6 elected regional representatives, Chairman, Secretary and a Treasurer. A senior office staff member may also be asked to attend meetings to answer questions and assist.

If you are unsure of the Welfare's Region boundaries, they are available under "contacts" on our web site.

## **Term:**

To ensure continuity each member is elected for a term of four years. Two members are elected each year with the Chairman up for election in the 4<sup>th</sup>.

## **Meetings:**

There are four 2 day meetings held each year.

There are 2 AGM's held a year, Healthcare 99 (June) and the Welfare Society (Sept). They are run within the 2 day meetings and are usually held in the meeting rooms adjacent to the Welfare Office in Avalon Studios, although an effort is made to travel to other Provinces for the Welfare AGM.

## **Privacy:**

You will be required to sign a Privacy Agreement, Conflict of Interest, Code of Conduct Form before carrying out any board duties.

These forms are in line with the Welfare policies and are designed to protect the interest and integrity of our Society

## **Travel:**

All travel cost to and from the meetings will be met by the Welfare, whether it be by air or land.

If your choice is to arrange your own travel, then reimbursement will be made upon a claim being received and receipts are produced.

## **Accommodation and meals:**

Accommodation and meals will be provided by the society while attending meetings.

**Welfare Office:**

The society head office is situated on Level 1 of the Avalon Studios, Percy Cameron Street, Avalon in Lower Hutt.

The Society employs two staff who work from 9 am till 3 pm 5 days a week and a part time Marketing Coordinator. They are available to assist you if required.

**Dress Code:**

You may be required to wear the Welfare Society corporate uniform to meetings and for promotional work.

**Entitlements:**

You are entitled to claim back any expenses you may incur that are Welfare Society related. Also you may claim your home phone rental and any tolls or cell phone calls made for the society.

If you chose to use your own car then a claim can be made at 82 cents per kilometre. If going over 200 km's (including return) approval must be provided by the Chairman or Secretary.

Parking fees, taxi fares etc are also reimbursed as long as receipts are provided.

**Claiming back expenses:**

To make a claim fill out the WSSR expenses claim form and attach all related receipts. You will be reimbursed by direct credit or cheque as soon as processed by the office.

**Healthcare 99:**

The Society runs a medical scheme in which members are able to join if they wish. The contributions made are extra to the Welfare Society membership. As a board member you are also a Trustee of Healthcare 99 and so you will be briefed on what this may mean to you.

## **Responsibilities:**

Your first responsibility is to the members within your region. You are there to assist them with any request they may have. Most areas have Welfare Society Station Reps or Roving Reps looking after the members directly. They will often contact you for advice.

As a board member you will have specific responsibilities to the board. These are outlined in the Responsibilities Table (Below.)

These may include:

**Holiday Home:** Provide annual budget to budget committee, arrange contracts with and oversee house manager, arrange replacement of inventory items, ensure maintenance is carried out.

**Healthcare 99 Committee:** Attend Healthcare 99 meetings, review cases that it has been requested we review, make recommendations to the trustee for increases in contributions, make recommendations for changes to the rules.

**Rules:** Ensure all decisions made are within the Society rules. Review the rules and make recommendations for changes.

**Policy:** Ensure all decisions are as per board policy, Maintain the policy document, formulate draft policy as required.

**Promotion:** Attend or have some one attend all requests to promote the society within your region. Encourage those you know to join and use the benefits available.

These are just a sample of the jobs carried out by the board member's to assist our members. As a new board member you will not be expected to take on your full responsibilities immediately and will be helped in any way required.

To be elected you must be nominated and seconded by a member from your region.

Being a board member can be very rewarding in knowing that you are assisting your fellow members. Depending on your time available it can also be rather time consuming but if you aren't prepared to assist then you would not be showing an interest. All the best with deciding whether to make yourself available and we hope this note answers a few of your questions. All the best.

The Board Members, New Zealand Firefighters Welfare Society

## SOCIETY OFFICE HOLDERS RESPONSIBILITIES TABLE

In addition to their normal duties, Office holders of the Welfare Society shall be responsible for the activities as laid down in the Society's responsibilities table.

<b>Region 1</b>	<b>Region 2</b>
Promotional Visits Rotorua – Recruit Promotion Board Policy Review Stair Climb Station Information Folders – ensure pages are up-to-date with current Board policy and suggest changes. Whangamata co-responsibility	Promotional Visits Holiday Home Taupo Whangamata co-responsibility Rotorua – Recruit Promotion WSSR - Training
<b>Region 3</b>	<b>Region 4</b>
Promotional Visits Healthcare 99 Committee Chair Rules - ensure pages up to date suggest and recommend any Rule changes that may be required Board Policy Review Web Assistant	Promotional Visits Healthcare 99 Committee Holiday Home Newsletter Approvals
<b>Region 5</b>	<b>Region 6</b>
Promotional Visits Holiday Home	Promotional Visits Holiday Homes Cheque and EFTPOS list approval Check all cheque and Eftpos transactions and query any that may be of concern Healthcare 99 Audits
<b>Secretary</b>	<b>Treasurer</b>
Decision Making Committee Promotion Healthcare 99 Committee Budget Committee Contracts and Agreements with staff and other parties. Employment Contracts and Agreements with staff Newsletters – Society and other agencies Company Web and Website Manager Dropbox – updates and additions	Decision Making Committee Healthcare 99 Committee Budget Committee Employment Contracts and Agreements with staff

# FIREFIGHTERS WELFARE SOCIETY STRUCTURE

RED denotes Head  
Office Personnel

