

# WASHINGTON PRESCRIBED FIRE COUNCIL

## Our Organizational Leadership

The Washington Prescribed Fire Council is organized, led, and guided by our Steering Committee and Officers. Except for the Steering Committee, there are no membership, voting, or electoral requirements in the Council's decision-making process, and participating organizations and individuals speak for themselves.

The term of office for appointed officers will be approximately for one year beginning on date of spring Steering Committee meeting. The term limit shall be three consecutive years. Steering Committee members shall renew commitment annually at same said meeting and will be confirmed by Steering Committee vote.

More information on the Council can be found on our website at [waprescribedfire.org](http://waprescribedfire.org). Further information on the Steering Committee and Council governance can be found in the [Council By-Laws](#).

## Officer Leadership Structure and Responsibilities

- **The Chair of the Council** is responsible for setting agendas for Steering Committee and general participant meetings, running said meetings, and communicating with working groups and other like councils in the interim between meetings.
- **The Secretary** shall see that the minutes of each meeting are kept and that a copy is provided to each representative soon after the meeting.
- **The Chair (or Vice Chair in his stead) and Treasurer** will have the authority to approve disbursement of council funds.
- **The Treasurer's basic duties:** holds the funds deposited with him/her; pays funds out on the order of the Chair; reports annually and when requested.
- **The Administrative Coordinator** supports appointed officers, track participation in the Steering Committee and Council Meetings, record the minutes of Steering Committee and Council meetings, distribute those minutes to the Steering Committee and make available to Council participants, and provide other administrative and organizational support as needed.

## Expectations for Steering Committee Members

Steering Committee members are expected to attend official Steering Committee meetings or designate an alternative representative to attend. There are a minimum of two Steering Committee meetings every year as required by the By-Laws, including one held at the annual Council meeting, however currently the Council is hosting quarterly Steering Committee

Steering Committee members should be prepared and engaged at meetings and communicating to their organization about Council work. Council Officers are expected to have a higher involvement in meetings, and may be asked periodically to assist outside of regularly scheduled Steering Committee meetings to work on Council operations and strategic priorities.