

# COALITION POSITION DESCRIPTIONS

## Chair and Vice Chair Nevada County Coalition of Firewise Communities

### CHAIR

1. Chair monthly meetings
2. Prepare agenda for monthly meetings
  - a. Send email to officers for their input to the agenda
  - b. Find and schedule speakers with assistance from Vice Chair
3. Help respond to emails from members – *light load, but constant*
4. Act as lead representative of the Coalition to the Fire Safe Council and Board of Supervisors
5. Attend quarterly Stakeholder Meetings organized by the County (GV Vet's Hall, 2 hours per quarter), OR coordinate with Vice Chair so that at least one representative is at each meeting.
6. Help with small projects as they come along, such as creating explanatory documents ("Definition of Road Side Clearance") or giving input on the proposed fire tax measure.

If the Fire Safe Council does not have a Firewise Community Coordinator by January 2021, the chair might also be needed for these tasks:

1. Help organize new Firewise Communities by responding to questions/emails and occasionally attending meetings of communities in formation
2. Speak at occasional neighborhood events as requested.
3. Attend monthly Fire Safe Council Board meetings and give a summary at Coalition meetings

#### **Optional, if you have time and interest:**

1. Bring to meetings the latest info from NFPA and other sources
2. Participate in various public events to represent Coalition and provide info about Fire Safety, such as Annual Kiwanis Kids Day event at Rood Center (May or June) and the County Fair

### VICE CHAIR

1. As needed, act as monthly meeting Chair in the absence of the Coalition Chair
2. Provide input to agenda for monthly meetings
  - a. Communicate with chair to identify and invite speaker to monthly meeting
3. Optional, if possible: assist Chair with meetings by using laptop to project agenda, speaker's presentation and websites as needed onscreen
4. As needed and appropriate, help respond to emails from members
5. Attend quarterly Stakeholder Meetings organized by the County (GV Vet's Hall, 2 hours per quarter) if interested, or attend in place of Chair when needed
6. Help with small projects as they come along, such as creating explanatory documents ("Definition of Road Side Clearance") or giving input on the proposed fire tax measure

7. If willing and able, attend occasional meetings of new Firewise Communities to provide input.